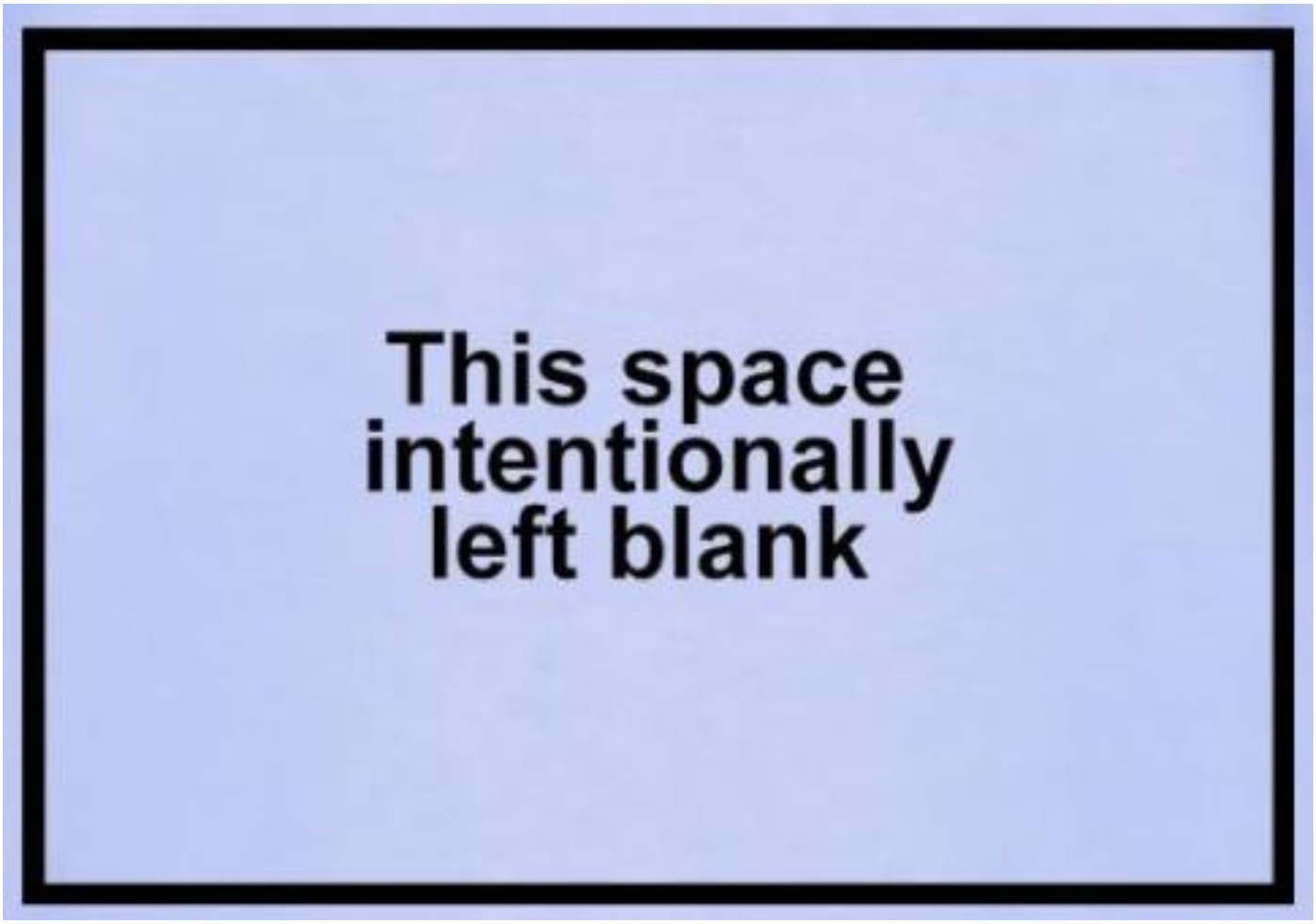

Sample BOS

Accounts Receivable Management

Product® ARM As-Built Document

Volume 2

Draft Final Version 2.2

Month DD, 2024

Contract Number 10/0116, PO P210470

COPYRIGHT

Copyright © 2024 CompanyName. All rights reserved.

The information disclosed herein is CONFIDENTIAL and PROPRIETARY information.

.

Document History

Date	Version	Author	Summary of Changes
March 31, 2023	Draft Final 1.0	ETC	2021 Q1 Submittal
June 30, 2023	Draft Final 1.1	ETC	2021 Q2 submittal
September 30, 2023	Draft Final 1.2	ETC	2021 Q3 Submittal
December 31, 2023	Final 1.0	ETC	2021 Q4 Submittal
Month DD, 2024	Draft Final 2.0	ETC	2022 Q1 Submittal

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Table of Contents

1. In-House Litigation 1
1.1. Overview 1
1.2. Navigation Buttons and Screen Icons 1
1.3. Functional User Stories 3
1.3.1. Defect Resolutions 4
1.3.2. Enhancement User Stories 5
1.4. Eligible for In-House Litigation 5
1.4.1. Functional User Stories 5
1.4.2. Eligible for In-House Litigation Workflow 6
1.4.3. Eligible for In-House Litigation File Specifications 8
1.4.4. Technical Design 8
1.5. Eligible Case Management 10
1.5.1. Functional User Stories 10
1.5.2. Eligible Case Management Workflow 11
1.5.3. Technical Design 12
1.5.4. Eligible Case Search 15
1.5.5. Open Eligible Cases for Litigation 22
1.6. Litigation Case Management 28
1.6.1. Functional User Stories 28
1.6.2. Technical Design 29
1.6.3. Litigation Case Search 31
1.6.4. Litigation Case Management Overview 48

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Table of Figures

Figure 1: Eligible for In-House Litigation Workflow 6
Figure 2: Eligible Case Management Workflow 11
Figure 3: Eligible Case Management Overview Screen 13
Figure 4: Eligible Case Management Workflow 17
Figure 5: Eligible Cases Screen 19
Figure 6: Case Export Confirmation Message 21
Figure 7: Sample Case Delimited Excel File 21
Figure 8: Open Eligible Cases for Litigation Workflow 23
Figure 9: Eligible Case Overview Screen 25
Figure 10: Litigation Case Management Screen 29
Figure 11: Litigation Case Search Workflow 33
Figure 12: Litigation Case Search Screen — Elastic Search 35
Figure 13: Litigation Case Search Screen — Recent Pages and Search History and Elastic Search Results 36
Figure 14: Litigation Case Search — Search by Case Information 38
Figure 15: Litigation Case Search Screen — Search by Party Information 40
Figure 16: Litigation Case Search Screen — Search Eligible List (TRV) Only 41
Figure 17: Litigation Cases Screen 43
Figure 18: Open New Non-TRV Litigation Case Screen 45
Figure 19: Enter Name or Business Message 48
Figure 20: Litigation Case Management Overview Workflow 50
Figure 21: Litigation Case Management Overview Screen 52
Figure 22: Un-Litigate Confirmation Message 52
Figure 23: Litigation Case Management Overview Screen 52
Figure 24: Delete Case Confirmation Message 53
Figure 25: Successfully Deleted Message 53
Figure 26: No Litigation Fees to Export Message 56
Figure 27: Enter Judgment Amount and Date for Interest Calculation Message 56
Figure 28: Enter Judgment Amount and Date for Interest Calculation Message 56
Figure 29: Litigation Case Management Overview — Defendant Manager Workflow 58
Figure 30: Litigation Case Management Overview Screen — Defendant Manager Tab 60
Figure 31: Litigation Case Management Overview — Critical Date Workflow 66
Figure 32: Litigation Case Management Overview Screen — Critical Date Tab 68
Figure 33: Litigation Case Management Overview — Balance and Fees Workflow 71
Figure 34: Litigation Case Management Overview Screen — Balance and Fees Tab 73
Figure 35: Invoiced Transaction Detail Report Criteria Screen 76
Figure 36: Payment History Report Criteria Screen 76
Figure 37: Litigation Case Management Overview — Documents Workflow 79
Figure 38: Litigation Case Management Overview Screen — Documents Tab 81

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Figure 39: Add Document Screen 83
Figure 40: Add Document – Generate From Template 84
Figure 41: Add Document – Upload From Document 84
Figure 42: DocuSign Option Screen 85
Figure 43: Confirmation Message to Connect to Office 365 85
Figure 44: Log In Screen for Office365 86
Figure 45: Litigation Case Management Overview — Payment Plan Workflow 88
Figure 46: Litigation Case Management Overview Screen — Payment Plan Tab 89
Figure 47: View Document Screen 91
Figure 48: Sample Payment Plan Agreement – Page 1 92
Figure 49: Sample Payment Plan Agreement – Page 2 93
Figure 50: Sample Payment Plan Agreement – Page 3 94
Figure 51: Sample Payment Plan Agreement – Page 4 95
Figure 52: Sample Payment Plan Agreement – Page 5 96
Figure 53: Litigation Case Management Overview — Litigation Fees and Expenses Workflow 98
Figure 54: Litigation Case Management Overview Screen — Litigation Fees & Expenses Tab 100
Figure 55: Add Litigation Fees Screen 103
Figure 56: Edit Litigation Fees Screen 104
Figure 57: Add Litigation Expenses Screen 106
Figure 58: Edit Litigation Expenses Screen 106
Figure 59: Add Commissioners Court Authorized Amount Screen 108
Figure 60: Edit Commissioners Court Authorized Amount Screen 108
Figure 61: Litigation Case Management Overview — History Workflow 111
Figure 62: Litigation Case Management Overview Screen — History Tab 112
Figure 63: Litigation Case Management Overview Screen — History Search Results 113

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Table of Tables

Table 1: Navigation Buttons and Screen Icons 1
Table 2: Eligible for In-House Litigation Defect Resolutions 4
Table 3: Eligible for In-House Litigation Enhancement User Stories 5
Table 4: In-House Litigation Eligibility File Specifications 8
Table 5: Eligible for In-House Litigation Java Objects 8
Table 6: Eligible for In-House Litigation Jobs 9
Table 7: Eligible for In-House Litigation Database Objects 9
Table 8: Eligible Case Management Enhancement User Stories 10
Table 9: Eligible Case Management Overview Screen Functional Information 13
Table 10: Eligible Case Management Java Objects 15
Table 11: Eligible Case Management Jobs 15
Table 12: Eligible Case Management Database Objects 15
Table 13: Eligible Case Search Enhancement User Stories 16
Table 14: Eligible Cases Screen Functional Information 20
Table 15: Eligible Case Search Java Objects 21
Table 16: Eligible Case Search Database Objects 21
Table 17: Open Eligible Cases for Litigation Enhancement User Stories 22
Table 18: Eligible Case Overview Screen Functional Information 26
Table 19: Open Eligible Case for Litigation Java Objects 28
Table 20: Open Eligible Case for Litigation Database Objects 28
Table 21: Litigation Case Management Screen Functional Information 30
Table 22: Litigation Case Management Java Objects 31
Table 23: Litigation Case Management Database Objects 31
Table 24: Litigation Case Search Enhancement User Stories 32
Table 25: Litigation Case Search Screen — Elastic Search Functional Information 37
Table 26: Litigation Case Search Screen — Search by Case Information Functional Information 39
Table 27: Litigation Case Search Screen — Search by Party Information Functional Information 40
Table 28: Litigation Case Search Screen — Search Eligible List (TRV) Only Functional Information 42
Table 29: Litigation Cases Screen Functional Information 43
Table 30: Open New Non-TRV Litigation Case Screen Functional Information 46
Table 31: Litigation Case Search Java Objects 48
Table 32: Litigation Case Search Database Objects 48
Table 33: Litigation Case Management Overview Enhancement User Stories 49
Table 34: Litigation Case Management Overview Screen Functional Information 54
Table 35: Litigation Case Management Overview Java Objects 57
Table 36: Litigation Case Management Overview Database Objects 57
Table 37: Litigation Case Management Overview Screen — Defendant Manager Tab Functional Information 61
Table 38: Litigation Case Management — Defendant Manager Java Objects 63

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Table 39: Litigation Case Management Overview — Defendant Manager Database Objects 63
Table 40: Litigation Case Management Overview — Critical Date Enhancement User Stories 64
Table 41: Litigation Case Management Overview Screen — Critical Date Tab Functional Information 69
Table 42: Litigation Case Management — Critical Date Java Objects..... 70
Table 43: Litigation Case Management Overview — Critical Date Database Objects 70
Table 44: Litigation Case Management Overview Screen — Balance and Fees Tab Functional Information 74
Table 45: Report Criteria Screen Functional Information 77
Table 46: Litigation Case Management Overview — Balance and Fees Java Objects 78
Table 47: Case Management Overview — Balance and Fees Database Objects..... 78
Table 48: Litigation Case Management Overview Screen — Documents Tab Functional Information 82
Table 49: Litigation Case Management Overview — Documents Java Objects 87
Table 50: Case Management Overview — Documents Database Objects..... 87
Table 51: Litigation Case Management Overview Screen — Payment Plan Tab Functional Information..... 90
Table 52: Litigation Case Management Overview — Payment Plan Java Objects..... 97
Table 53: Eligible Case Management — Payment Plan Database Objects..... 97
Table 54: Litigation Case Management Overview Screen — Litigation Fees & Expenses Tab Functional Information 101
Table 55: Add Litigation Fees Screen Functional Information..... 105
Table 56: Add/Edit Litigation Expenses Screen Functional Information 107
Table 57: Add/Edit Commissioners Court Authorized Amount Screen Functional Information 109
Table 58: Litigation Case Management Overview — Litigation Fees & Expenses Java Objects 109
Table 59: Eligible Case Management — Litigation Fees & Expenses Database Objects 110
Table 60: Litigation Case Management Overview Screen — History Tab Functional Information..... 113
Table 61: Litigation Case Management — History Java Objects 114
Table 62: Litigation Case Management Overview — History Database Objects..... 115

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

rite

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1. In-House Litigation

The following sections describe the In-House Litigation process.

1.1. Overview

The Accounts Receivable Management (ARM) application allows the user to process collections in-house instead of escalating invoices to a collection agency. ARM provides Litigation Mendix User Interface screens to support the in-house litigation process for toll violators. The County Attorney Office uses the ARM Litigation system to track toll related litigation cases. The functionality of the ARM Litigation system could also be used to track non-toll litigation cases.

The system includes the following sections:

- User Management
- Account Management
- Search
- Litigation Case Management
- Legal Documentation

1.2. Navigation Buttons and Screen Icons

The table below contains the navigational buttons and screen icons that are most commonly used within the Litigation application.

Table 1: Navigation Buttons and Screen Icons

Functional Information	
Login Screen	
Login	Login button: For logging in to the application
Navigation Bar	
ARM LITIGATION	ARM Litigation button: For returning to the Home screen
Log out	Log out icon: For logging out of application
Home	Home icon: For accessing the Home screen
≡	Burger icon: For displaying the burger menu
Burger Menu	
+ Open New Case	Open New Case icon: For opening a new case

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Reports	Reports icon: For displaying reports
Dashboard	Dashboard icon: For viewing the graph representations of cases
Case Management	Case Management icon: For accessing the Home screen
Notes Management	Notes Management icon: For viewing notes
Configuration	Configuration icon: For accessing the items under the Configuration drop-down
Development	Development icon: For accessing the items under the Development drop-down
Home Screen	
Search	Search icon: For finding the result of the criteria entered/selected
Reset	Reset icon: For resetting the fields in the Home screen
	Calendar icon: For selecting dates
Overview tab	
HCTRA RITE	HCTRA Rite button: Opens the Rite login page
Defendant Manger tab	
Manage Defendant	Manage defendant icon: For making changes to the defendant information
Merge Case	Merge case icon: For merging cases
Un-Merge Case	Un-merge case icon: For separating the merged cases
Add A New Defendant	Add a new defendant icon: For adding a new defendant
Exit Edit Mode	Exit edit mode icon: For exiting the edit mode
	Gold star icon: Indicates the primary defendant
	Pencil icon: For editing the corresponding field
	Trash can icon: For deleting the corresponding field information
	Hollow star icon: For setting the corresponding address as the primary address
Send	Send icon: For sending email to the specified email ID
	Comments icon: For viewing and adding account comments
	Note icon: For saving notes
	Edit Note icon: For editing notes
Critical Dates tab	

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
	Document icon: For opening the corresponding document or list of documents
Month	Month button: Opens the monthly view of the calendar
Year	Year button: Shows the list of events in the current year
<	Left arrow icon: Shows the previous page
>	Right arrow icon: Shows the next page
	Download icon: For downloading file
Generate Report	Generate Report button: Generates report
Cancel	Cancel button: Cancels the performed action
Balance & Fees tab	
+ Apply Rate	Apply Rate icon: For applying interest
Documents tab	
Add A New Document	Add A New Document button: Adds a new document
	DocuSign icon: For digitally signing a document
	Edit in SharePoint icon: For editing a document in the Office 365 site
Litigation Fees & Expenses tab	
+ Add new Amount	Add new Amount icon: For adding litigation fees
	Forward arrow icon: For opening additional roles screen
	Show Signed Documents icon: For showing the signed documents.
Miscellaneous	
	Comment icon: For adding notes
	Erase icon: For resetting the not fields

1.3. Functional User Stories

The following sections describe the enhancement user stories applicable to Eligible for In-House Litigation.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.3.1. Defect Resolutions

The table below lists the defect resolutions incorporated for Eligible for In-House Litigation during this year. The defect resolutions for the previous years can be found in the Final Q4 Versions of this document.

Table 2: Eligible for In-House Litigation Defect Resolutions

Defect ID	Definition
N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.3.2. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

Enhancement User Stories for Eligible for In-House Litigation are provided within the sub-sections below as applicable.

1.4. Eligible for In-House Litigation

The system determines which violation invoices are eligible for in-house litigation based on the following conditions:

- The vehicle owner's violation invoices are Open.
- The vehicle owner's invoices are in 'Eligible for Litigation' status and does not have a payment plan, is not in bankruptcy, or amount paid in full.
- The violation invoice's agency is HCTRA.

1.4.1. Functional User Stories

The following sections describe the enhancement user stories applicable to Eligible for In-House Litigation.

1.4.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Eligible for In-House Litigation during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 3: Eligible for In-House Litigation Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.4.2. Eligible for In-House Litigation Workflow

The figure below illustrates the workflow for Eligible for In-House Litigation.

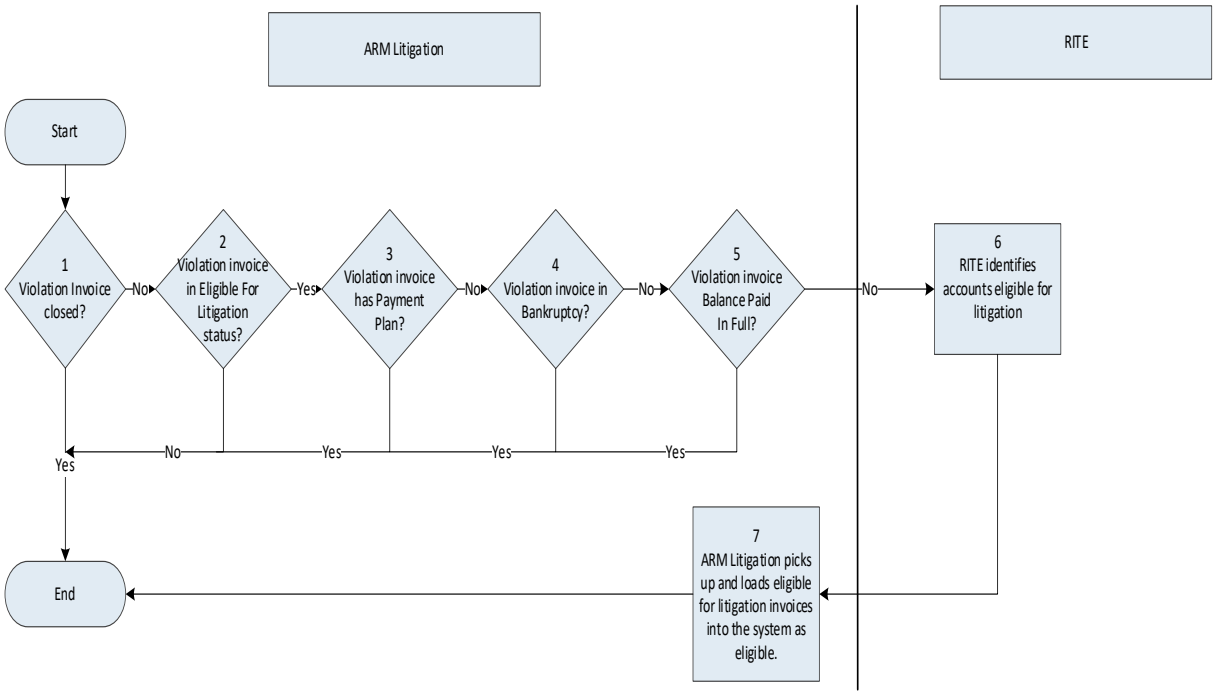

Figure 1: Eligible for In-House Litigation Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.4.2.1. Eligible for In-House Litigation Workflow Description

The Eligible for In-House Litigation workflow is as follows:

1. The system determines if the violation invoice status is closed in the INVOICES table.
   a. If the violation invoice status is closed (Yes), the process ends.
   b. If the violation invoice status is not closed (No), the system goes to step 2.
2. The system determines if the violation invoice escalation state is set to 'Eligible For Litigation'.
   a. If the violation invoice escalation state is 'Eligible For Litigation' (Yes), the system goes to step 3.
   b. If the violation invoice escalation state is not 'Eligible For Litigation' (No), the process ends.
3. The system determines if the violation invoice has a Payment Plan.
   a. If the violation invoice has a Payment Plan (Yes), the process ends.
   b. If the violation invoice does not have a Payment Plan (No), the system goes to step 4.
4. The system determines if the violation invoice is in bankruptcy.
   a. If the violation invoice is in bankruptcy (Yes), the process ends.
   b. If the violation invoice is not in bankruptcy (No), the system goes to step 5.
5. The system determines if the violation invoice balance is paid in full.
   a. If the violation invoice balance is paid in full (Yes), the process ends.
   b. If the violation invoice balance is not paid in full (No), the system goes to step 6.
6. The RITE system identifies accounts eligible for litigation.
7. The ARM Litigation system picks up and loads eligible for litigation invoices into the system as eligible cases.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.4.3. Eligible for In-House Litigation File Specifications

The table below lists the file specifications for the Eligible for In-House Litigation file.

Table 4: In-House Litigation Eligibility File Specifications

Field Name	Field Type	Purpose
Hearing & Adjudication Case Number (Proceeding Number)	Number	Stores the proceeding number from the Hearing & Adjudication application
Administrative Order Date	Date	Stores the date of the Hearing & Adjudication order date
Payment Status	Text	Stores the status of the payment
Administrative Order Amount	Number	Stores the Administrative order amount
Open Amount	Number	Stores the open amount on the case
Name	Text	Stores the first and last name on the account
License	Text	Stores the license plate on the account
State	Text	Stores the state of the license plate
Address	Text	Stores the address

1.4.4. Technical Design

The following sections describe the technical design for Eligible for In-House Litigation.

1.4.4.1. Java Objects

The table below lists the Java objects for Eligible for In-House Litigation.

Table 5: Eligible for In-House Litigation Java Objects

Objects	Object Type	Description
HearingEligibleFileProcessor	Java Class	EJB class responsible for generating Hearing Eligibility file that is consumed by ARM.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.4.4.2. Jobs

The table below includes the jobs used in Eligible for In-House Litigation.

Table 6: Eligible for In-House Litigation Jobs

Job Name	Purpose
P1JMS_D_CJ_HEARING_ELIGIBILITY_OUTBOUND	Identifies the accounts that are eligible for hearing and creates a hearing eligibility file.
arm-etl-bos-invoices-config-prod.curl	Loads the accounts that are eligible for hearing into the ARM system and sets the status to 'Active'.

1.4.4.3. Exception Handling

If any exception occurs during the process, the system exits with a proper code and stores the error details in the EVENTS_LOG table. A notification is generated with the appropriate details, such as the failed process and the date and time of the failure, and the error message is sent to the support team for review and action. See the *Master Configuration Document As-Built Volume 2,* section *1.2 MOMS Alerts* for the full list of MOMS alerts.

1.4.4.4. Database Objects

The table below lists the database objects to support the Eligible for In-House Litigation functionality.

Table 7: Eligible for In-House Litigation Database Objects

Object Name	Object Type	Purpose
INVOICES	Table	Stores BOS invoice information
DMV_RECORDS	Table	Stores BOS DMV information
PERSONS	Table	Stores BOS person information
ADDRESSES	Table	Stores BOS address information
ACCOUNT_VEHICLES	Table	Stores BOS account vehicles information
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information
HEARING$VEHICLEOWNER	Table	Stores ARM hearing vehicle owner information
HEARING$PERSON	Table	Stores ARM hearing person information
HEARING$EMAIL	Table	Stores ARM hearing person email information
HEARING$PHONE	Table	Stores ARM hearing person phone information
HEARING$ADDRESS	Table	Stores ARM hearing person address information
HEARING$VEHICLE	Table	Stores ARM hearing person vehicle information
HEARING$INVOICE	Table	Stores ARM hearing person invoice information
HEARING$CASES	Table	Stores ARM hearing person cases information

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.4.4.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.5. Eligible Case Management

The Eligible Case Management functionality allows the user to search for cases that are in an Eligible For Litigation state that can be converted to Litigation cases.

1.5.1. Functional User Stories

The following sections describe the functional user stories applicable to Eligible Case Management.

1.5.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Eligible Case Management during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 8: Eligible Case Management Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.2. Eligible Case Management Workflow

The figure below illustrates the workflow for Eligible Case Management.

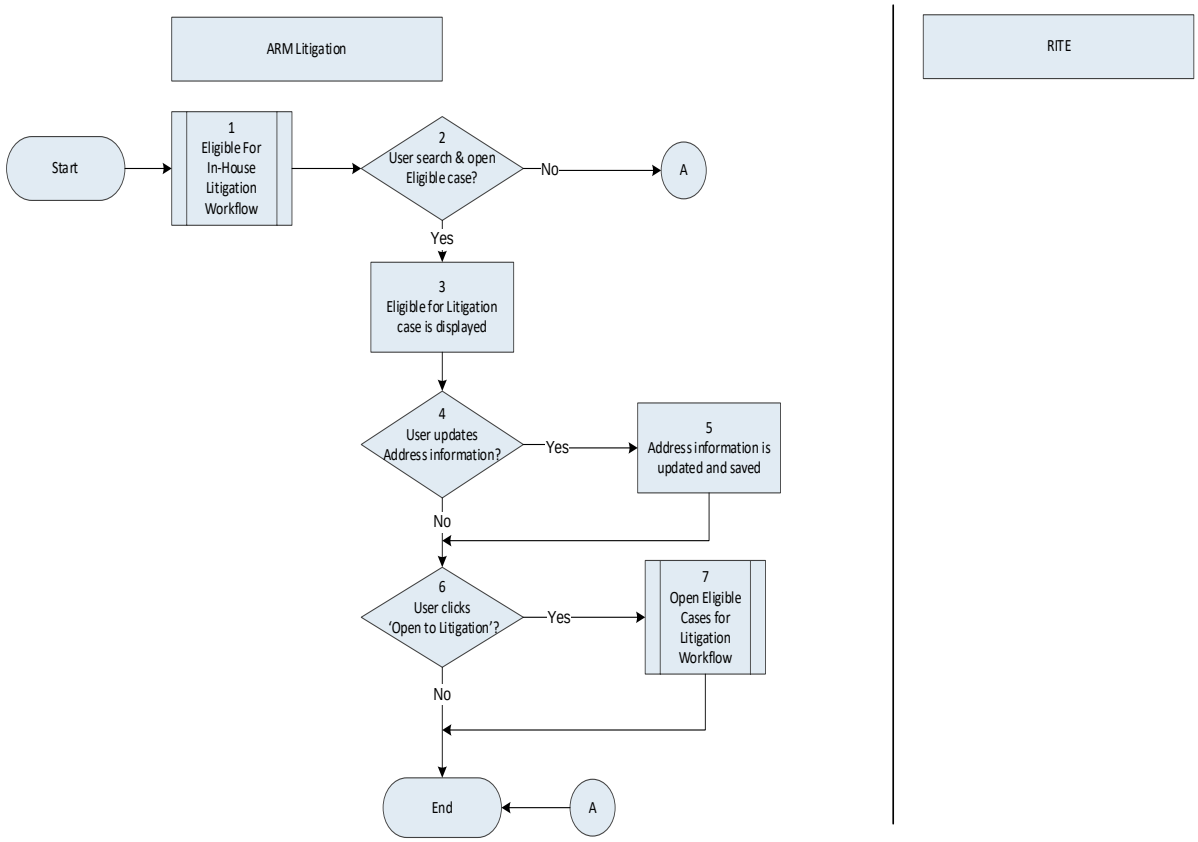

Figure 2: Eligible Case Management Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.2.1. Eligible Case Management Workflow Description

The Eligible Case Management workflow description is as follows:

1. The user opens the case eligible for litigation to the Overview screen.
2. Does the user update the eligible status?
   a. If the user updates the eligible status (Yes), the process goes to step 3.
   b. If the user does not update the eligible status (No), the process ends.
3. The eligible case status is updated.
4. Does the user update the defendant type?
   a. If the user updates the defendant type (Yes), the process goes to step 5.
   b. If user does not update the defendant type (No), the process goes to step 6.
5. The defendant type is updated.
6. Does the user update the skip trace address and/or mailing address and/or business address and/or registered agent address?
   a. If the user updates address (Yes), the process goes to step 7.
   b. If user does not update the address (No), the process ends.
7. The skip trace address, mailing address, business address and/or the registered agent address is updated.

1.5.3. Technical Design

The following section describes the technical design for Eligible Case Management.

1.5.3.1. User Interface

The Eligible Case Management Overview screen allows the user to update defendant information or open the case for litigation.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Eligible Case Management Overview screen.

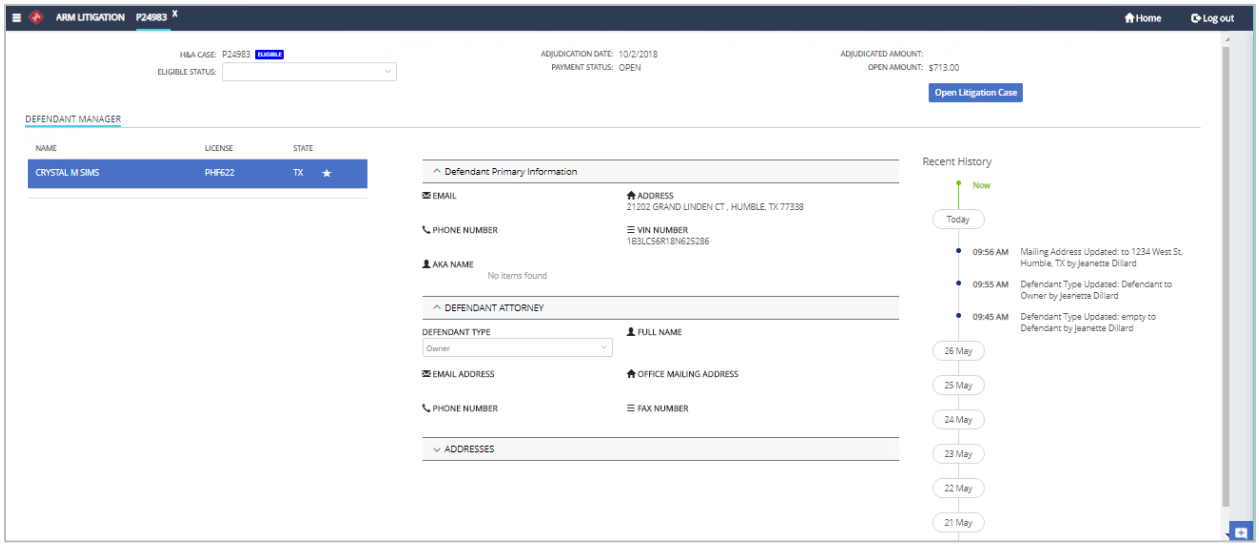

Figure 3: Eligible Case Management Overview Screen

The table below contains the functional information for the Eligible Case Management Overview screen.

Table 9: Eligible Case Management Overview Screen Functional Information

Functional Information	
Screen Name	
Eligible Case Management Overview	
Screen Description	
The Eligible Case Management Overview screen allows the user to convert an eligible case to litigation.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Field Definitions	
H&A Case	Displays the hearing and adjudication case number
Eligible Status	Allows the user to select Eligible Status
Adjudication Date	Displays the Adjudication Date
Payment Status	Displays the status of the payment
Adjudicated Amount	Displays the Adjudication Amount
Open Amount	Displays the open adjudication amount
Name	Displays the Defendant Name
License	Displays the Defendant License Plate
State	Displays the Defendant License State
Email	Displays the Defendant Email
Address	Displays the Defendant Address
Phone Number	Displays the Defendant Phone Number
VIN Number	Displays the Defendant VIN Number
AKA Name	Displays the Defendant AKA Name
Defendant Type	Allows the user to select type of defendant
Full Name	Displays the Defendant Attorney Full Name
Email Address	Displays the Defendant Attorney Email Address
Office Mailing Address	Displays the Defendant Office Mailing Address
Phone Number	Displays the Defendant Attorney Phone Number
Fax Number	Displays the Defendant Attorney Fax Number
Skip Trace Address	Displays the Defendant Skip Trace Address
Mailing Address	Displays the Defendant Mailing Address
Business Address	Displays the Defendant Business Address
Registered Agent Address	Displays the Defendant Registered Agent Address
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and screen icons, see Table 1.
Open Litigation Case	Allows the user to convert the case from eligible to litigation

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.3.2. Java Objects

The table below lists the Java objects for Eligible Case Management.

Table 10: Eligible Case Management Java Objects

Objects	Object Type	Description
RiteEligibilityController.java	Java	Used to get the cases that are eligible for litigation.
RiteEligibilityUpdateService.java	Java	Used to update cases that are eligible for litigation.

1.5.3.3. Jobs

The table below includes the jobs used in Eligible Case Management.

Table 11: Eligible Case Management Jobs

Job Name	Purpose
arm_bos_lit microservice	Service used to get and update the cases that are eligible for litigation.

1.5.3.4. Database Objects

The table below lists the database objects to support the Eligible Case Management functionality.

Table 12: Eligible Case Management Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.5.3.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.5.4. Eligible Case Search

The Eligible Case Search functionality allows user to search for cases that are eligible for litigation.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.4.1. Functional User Stories

The following sections describe the functional user stories applicable to Eligible Case Search.

1.5.4.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Eligible Case Search during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 13: Eligible Case Search Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.4.2. Eligible Case Search Workflow

The figure below illustrates the workflow for Eligible Case Search.

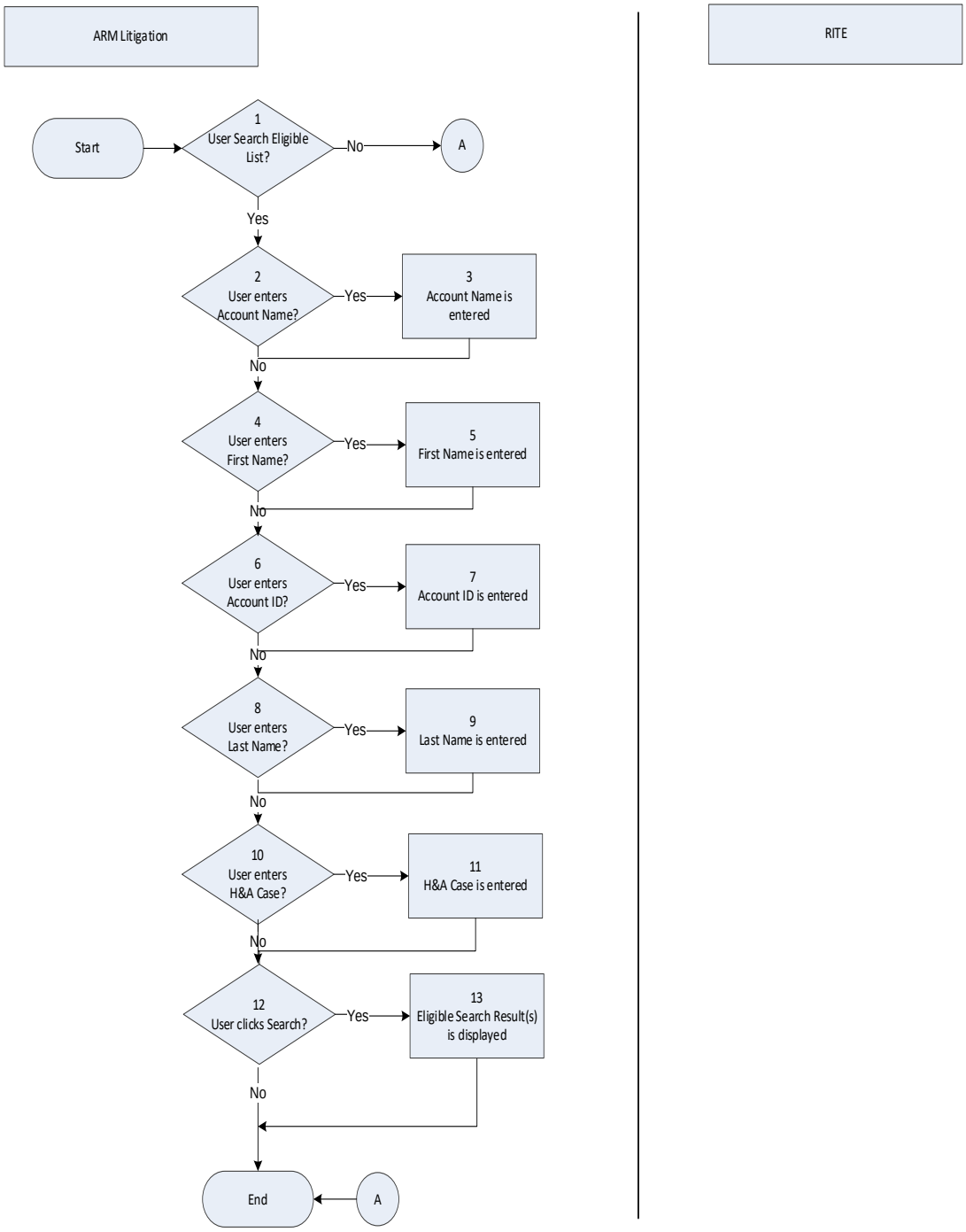

Figure 4: Eligible Case Management Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.4.2.1. Eligible Case Search Workflow Description

The Eligible Case Search workflow description is as follows:

1. The system determines if the user enters data in the Search Eligible List to perform a search.
   a. If the user enters data in the Search Eligible List (Yes), the system goes to step 2.
   b. If the user does not enter data in the Search Eligible List (No), the process ends.
2. The system determines if the user enters the Account Name.
   a. If the user enters the Account Name (Yes), the system goes to step 3.
   b. If the user does not enter the Account Name (No), the system goes to step 4.
3. The Account Name is entered.
4. The system determines if the user enters the First Name.
   a. If the user enters the First Name (Yes), the system goes to step 5.
   b. If the user does not enter the First Name (No), the system goes to step 6.
5. The First Name is entered.
6. The system determines if the user enters the Account ID.
   a. If the user enters the Account ID (Yes), the system goes to step 7.
   b. If the user does not enter the Account ID (No), the system goes to step 8.
7. The Account ID is entered.
8. The system determines if the user enters the Last Name.
   a. If the user enters the Last Name (Yes), the system goes to step 9.
   b. If the user does not enter the Last Name (No), the system goes to step 10.
9. The Last Name is entered.
10. The system determines if the user enters the H&A Case.
    a. If the user enters the H&A Case (Yes), the system goes to step 11.
    b. If the user does not enter the H&A Case (No), the system goes to step 12.
11. The H&A Case is entered.
12. The system determines if the user clicks Search after entering the search criteria.
    a. If the user clicks Search (Yes), the system goes to step 13.
    b. If the user does not click Search (No), the process ends.
13. The Eligible Search Result is displayed.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.4.3. Technical Design

The following section describes the technical design for Eligible Case Search.

1.5.4.3.1. User Interface

When the user performs a search for Eligible List (TRV Only), the system displays the Eligible Cases screen. This screen displays the recent pages and search history and the search results. The screen allows the user to perform additional searches for eligible cases.

The figure below shows the Eligible Cases screen.

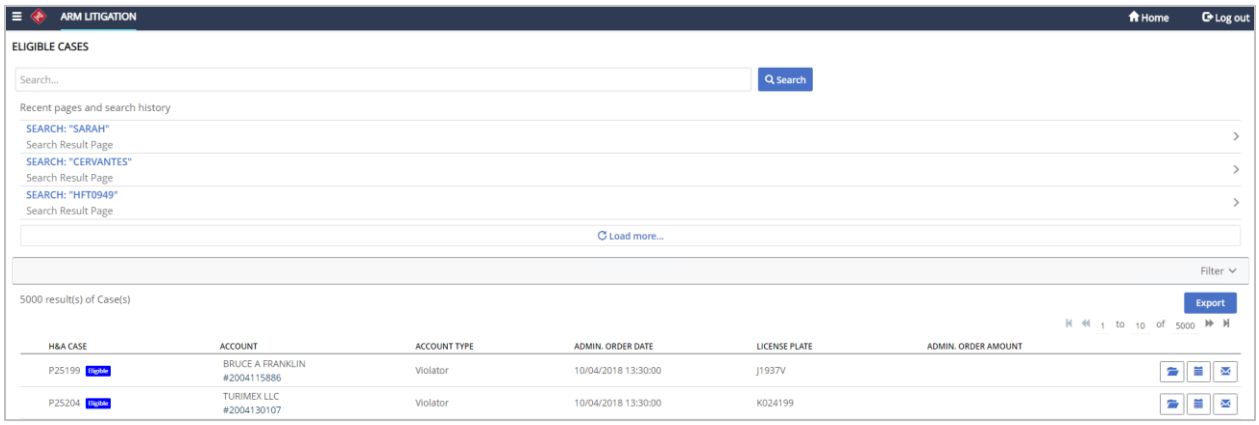

Figure 5: Eligible Cases Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Eligible Cases Screen.

Table 14: Eligible Cases Screen Functional Information

Functional Information	
Screen Name	
Eligible Cases	
Screen Description	
The Eligible Cases screen displays the search results for Eligible List (TRV Only). This screen also allows the user to perform additional searches for eligible cases.	
Navigation From	
Case Management – Search Eligible List (TRV Only).	
Navigation To	
ARM Eligible Litigation Cases	
Source Tables – See Table 9 for details.	
Field Definitions	
Search	Allows the user to enter elastic search text
Search Results	
H&A Case	Displays the hearing and adjudication case number
Account	Displays the account name and number
Account Type	Displays the account type
Admin. Order Date	Displays the administrative order date
License Plate	Displays the license plate number
Admin. Order Amount	Displays the administrative order amount
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Search	Allows the user to initiate the search for a case
Recent pages and search history links	Allows the user to display the search results page for the selected search

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user selects an eligible case from the search results, and clicks the Export button, the case confirmation message below displays.

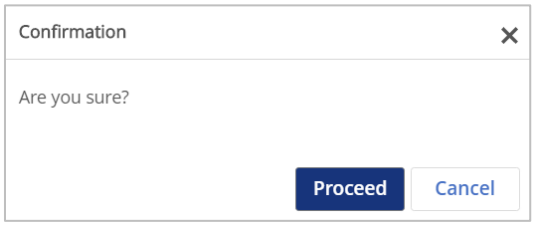

Figure 6: Case Export Confirmation Message

When the user clicks Proceed to the message above, the system exports the case information to a delimited Excel file.

The figure below shows a sample of the case information that has been exported to an Excel file.

	A	B	C	D	E	F	G	H	I	J
1	H&A Case	CAO File Number	Defendant Name	AccountID	Case Status	Judgement Date	License Plate	Today's Amount Due Under Judgment	Court	Cause
2	P24715	20-605202-TRV	ANDREW CERVANTES SARAH	2005993098	Open		HFT0949-TX	$0.00		

Figure 7: Sample Case Delimited Excel File

1.5.4.3.2. Java Objects

The table below lists the Java objects for Eligible Case Search.

Table 15: Eligible Case Search Java Objects

Objects	Object Type	Description
mx-dataview mx-name-dataView4 demoHomeSnippet form-horizontal	Mendix	Used to display the Home (Search Page) Search Eligible List (TRV ONLY) section on the screen.

1.5.4.3.3. Database Objects

The table below lists the database objects to support the Eligible Case Search functionality.

Table 16: Eligible Case Search Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.

1.5.4.3.4. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.5. Open Eligible Cases for Litigation

The Open Eligible Cases for Litigation functionality allows the user to open cases that are in an "Eligible For Litigation" state to begin the formal litigation process. When a case that is eligible for litigation is opened, the system displays the Eligible Case Overview screen. This screen allows the user to view the case details and to open the case for litigation. When the user clicks the Open Litigation Case button, the system displays the Litigation Case Management Overview screen and changes the status from "Eligible For Litigation" to "Litigation". See section *1.6.4 Litigation Case Management Overview* for more information about the Litigation Case Management Overview screen.

1.5.5.1. Functional User Stories

The following sections describe the functional user stories applicable to Open Eligible Cases for Litigation.

1.5.5.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Open Eligible Cases for Litigation during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 17: Open Eligible Cases for Litigation Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.5.2. Open Eligible Cases for Litigation Workflow

The figure below illustrates the workflow for Open Eligible Cases for Litigation.

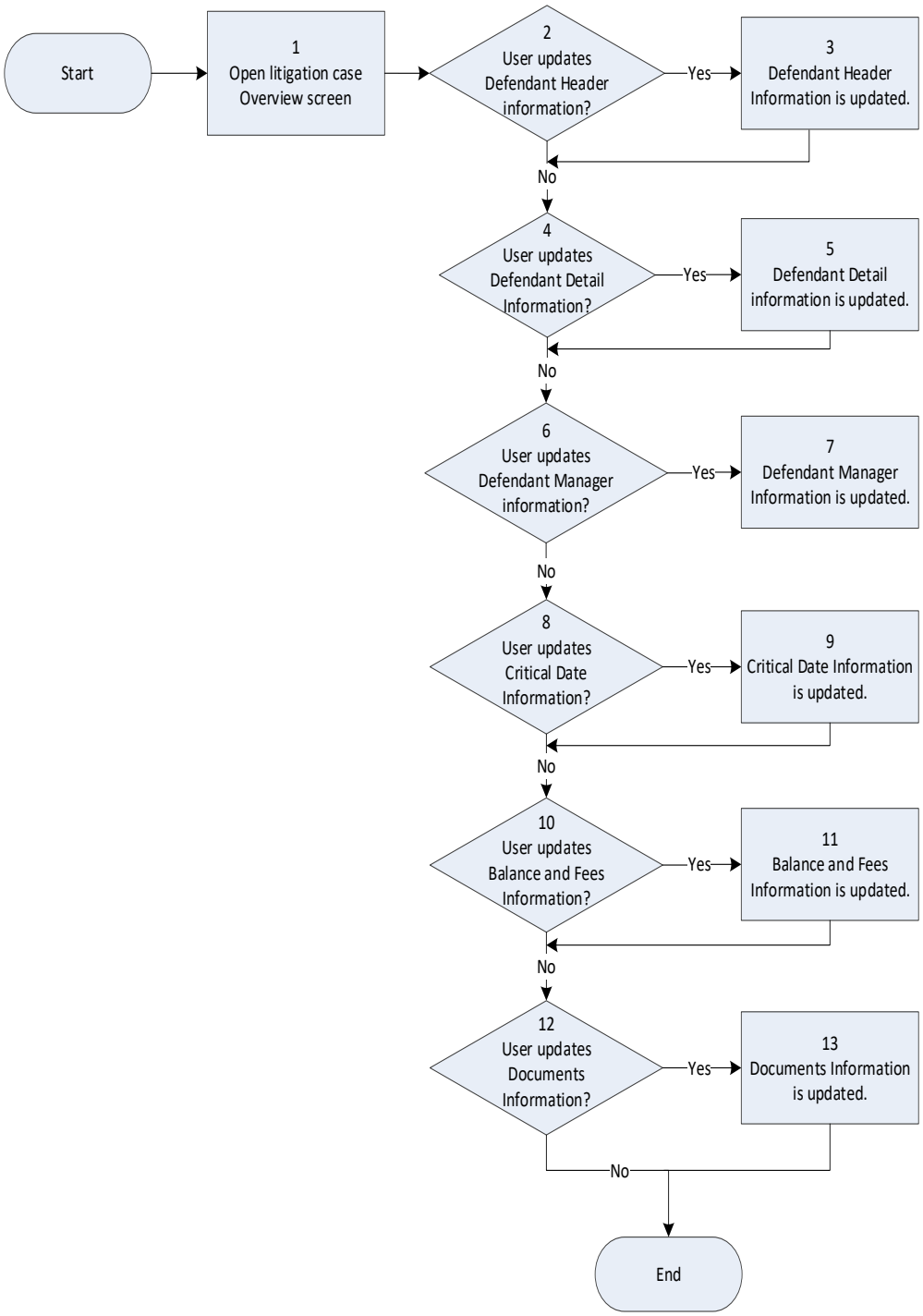

Figure 8: Open Eligible Cases for Litigation Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.5.2.1. Open Eligible Cases for Litigation Workflow Description

The Open Eligible Cases for Litigation workflow description is as follows:

1. The user opens the litigation case to the Overview screen.
2. Does the user update the Defendant Header Information?
   a. If the user updates the Defendant Header Information (Yes), the process goes to step 3.
   b. If the user does not update the Defendant Header Information (No), the process goes to step 4.
3. The Defendant Header Information is updated.
4. Does the user update the Defendant Detail Information?
   a. If the user updates the Defendant Detail Information (Yes), the process goes to step 5.
   b. If user does not update the Defendant Detail Information (No), the process goes to step 6.
5. The Defendant Detail Information is updated.
6. Does the user update the Defendant Manager Information?
   a. If the user updates the Defendant Manager Information (Yes), the process goes to step 7.
   b. If user does not update the Defendant Manager Information (No), the process goes to step 8.
7. The Defendant Manager Information is updated.
8. Does the user update the Critical Dates Information?
   a. If the user updates the Critical Dates Information (Yes), the process goes to step 9.
   b. If user does not update the Critical Dates Information (No), the process goes to step 10.
9. The Critical Dates Information is updated.
10. Does the user update the Balance and Fees Information?
    a. If the user updates the Balance and Fees Information (Yes), the process goes to step 11.
    b. If user does not update the Balance and Fees Information (No), the process goes to step 12.
11. The Balance and Fees Information is updated.
12. Does the user update the Documents Information?
    a. If the user updates the Documents Information (Yes), the process goes to step 13.
    b. If user does not update the Documents Information (No), the process ends.
13. The Critical Dates Information is updated.

1.5.5.3. Technical Design

The following section describes the technical design for Open Eligible Cases for Litigation.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.5.3.1. User Interface

The Eligible Case Overview screen allows the user to view the case details and to open the case for litigation. When the user clicks the Open Litigation Case button, the system displays the Litigation Case Management Overview screen and changes the status from “Eligible For Litigation” to “Litigation”. See section *1.6.4 Litigation Case Management Overview* for more information about the Litigation Case Management Overview screen.

The figure below shows the Eligible Case Overview screen.

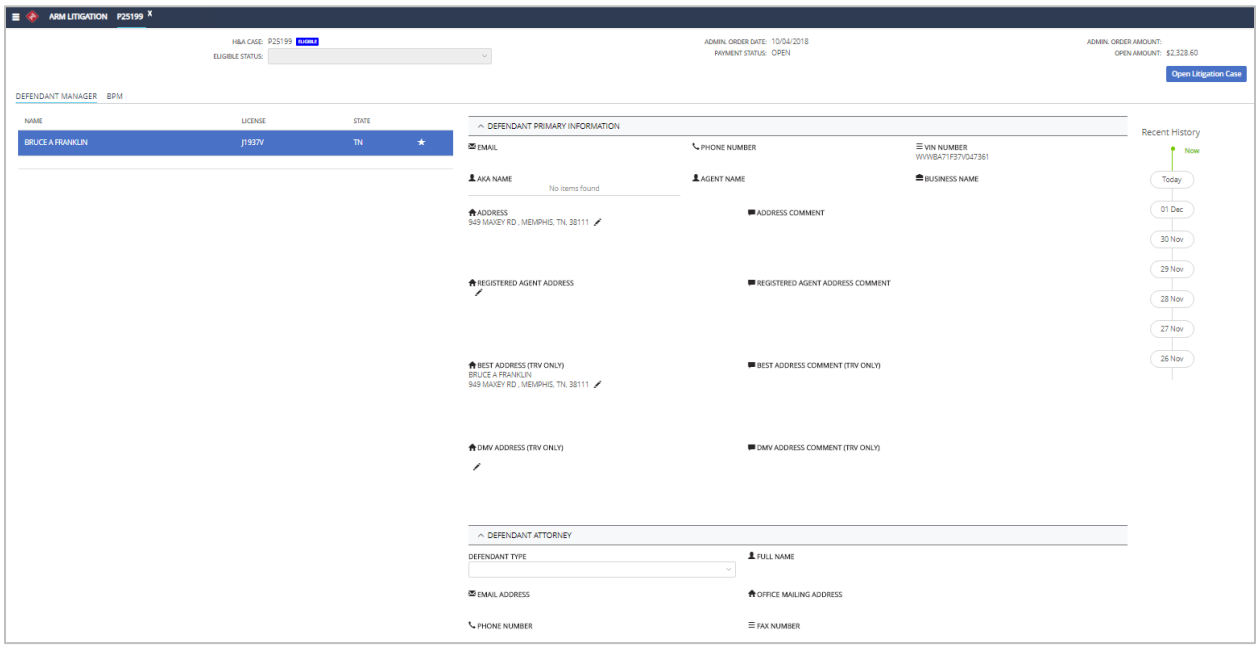

Figure 9: Eligible Case Overview Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Eligible Case Overview screen.

Table 18: Eligible Case Overview Screen Functional Information

Functional Information	
Screen Name	
Eligible Case Overview	
Screen Description	
The Eligible Case Overview screen allows the user to view the case details and to open the case for litigation.	
Navigation From	
Litigation Case Search > Recent Pages and Search History > Eligible case	
Navigation To	
Litigation Case Management Overview	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Header	
H&A Case	Displays the hearing and adjudication case number
Admin. Order Date	Displays the administrative order date
Admin. Order Amount	Displays the administrative order amount
Eligible Status	N/A
Payment Status	Displays the status of the payment
Open Amount	Displays the open amount
Defendant Manager Tab	
Name	Displays the name of the defendant
License	Displays the license plate number of the defendant
State	Displays the state of the license plate
Defendant Primary Information	
Email	Displays the defendant email address
Phone Number	Displays the defendant phone number
VIN Number	Displays the defendant VIN number

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
AKA Name	Displays the name the defendant is also known as
Agent Name	Displays the defendant agent name
Business Name	Displays the defendant business name
Address	Displays the defendant address
Address Comment	Displays the comment for the defendant address
Registered Agent Address	Displays the defendant registered agent address
Registered Agent Address Comment	Displays the comment for the defendant registered agent address
Best Address (TRV Only)	Displays the defendant best address for TRV cases
Best Address Comment (TRV Only)	Displays the comment for the defendant best address for TRV cases
DMV Address (TRV Only)	Displays the defendant DMV address for TRV cases
DMV Address Comment (TRV Only)	Displays the comment for the defendant DMV address for TRV cases
Defendant Attorney	
Defendant Type	Allows the user to select the type of defendant
Full Name	Displays the defendant attorney full name
Email Address	Displays the defendant attorney email address
Office Mailing Address	Displays the defendant attorney office mailing address
Phone Number	Displays the defendant attorney phone number
Fax Number	Displays the defendant attorney fax number
Actions/Links	
Open Litigation Case	Allows the user to initiate the formal litigation process

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.5.5.3.2. Java Objects

The table below lists the Java objects for Open Eligible Case for Litigation.

Table 19: Open Eligible Case for Litigation Java Objects

Objects	Object Type	Description
mx-dataview mx-name-dataView1 caseDetail form-horizontal	Mendix	Used to display the Open Eligible Case screen.

1.5.5.3.3. Database Objects

The table below lists the database objects to support the Open Eligible Case for Litigation functionality.

Table 20: Open Eligible Case for Litigation Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.

1.5.5.3.4. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6. Litigation Case Management

The Litigation Case Management screen is the default “Home” screen that displays when you log into the system. This screen includes the elastic search functionality. Elastic search is a highly scalable, full-text open search, used to search based on any text field. This allows the user to enter any text to display cases in the Search Results and Recent pages and search history. The Litigation Case Management screen allows the user to search for cases that are in litigation or are eligible for litigation.

1.6.1. Functional User Stories

The following sections describe the functional user stories applicable to Litigation Case Management.

1.6.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

Enhancement User Stories for Litigation Case Management are provided within the sub-sections below as applicable.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.2. Technical Design

The following section describes the technical design for Litigation Case Management.

1.6.2.1. User Interface

The authorized user can access Litigation information in the ARM system in two ways:

- Litigation Case Management > Recent pages and search history > click on Search link > search results [Open] icon
- Litigation Case Management > click on [Search] button > search results [Open] icon

If users want to pull the list of cases eligible for litigation or cases in litigation, they should access the information through the Litigation Case Management screen. If users want to look into the details for a single case or manage a case, they can access the Case Details screen from either path above.

The Litigation Case Management screen is the default "Home" screen that displays when you log into the system. This screen includes the following ways to search. See section *1.6.3.3.1 User Interface* for more information about these search functions.

- Elastic search
- Search by Case Information
- Search by Party Information
- Search Eligible List (TRV Only)

The figure below shows the Litigation Case Management screen.

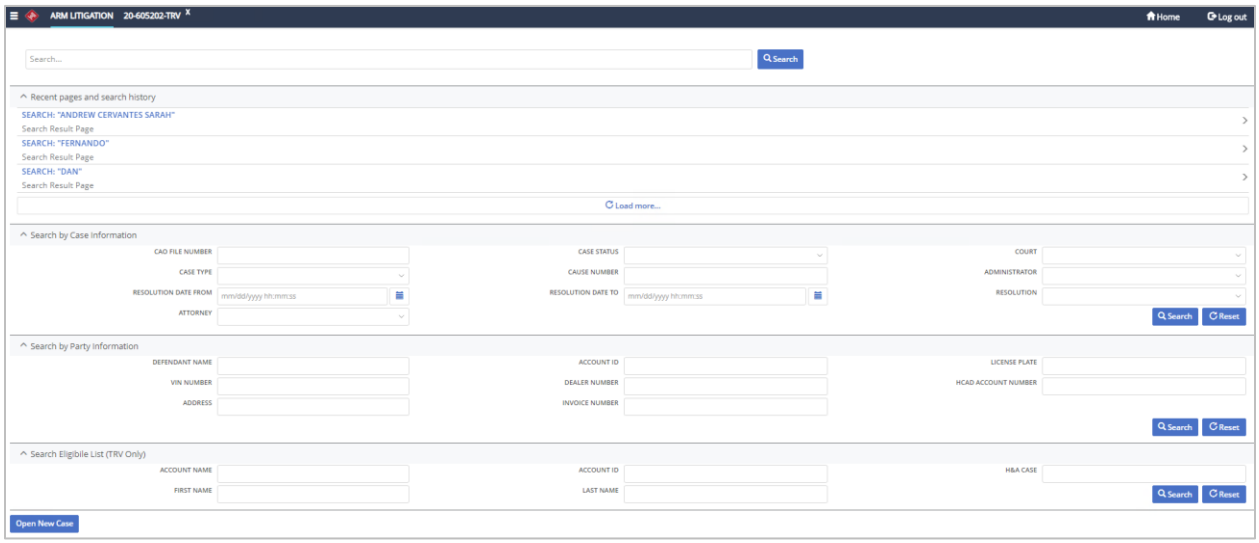

Figure 10: Litigation Case Management Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management screen.

Table 21: Litigation Case Management Screen Functional Information

Functional Information	
Screen Name	
Litigation Case Management	
Screen Description	
The Litigation Case Management screen is the default "Home" screen that displays when you log into the system. This screen allows the user to search for cases that are eligible for litigation or are already in litigation.	
Navigation From	
ARM Litigation Login	
Navigation To	
Eligible Case Management Litigation Case Management Overview Open New Case	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Elastic Search – See Table 25 for the field definitions	
Search by Case Information – See Table 26 for the field definitions	
Search by Party Information – See Table 27 for the field definitions	
Search Eligible List (TRV Only) – See Table 28 for the field definitions	
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Open New Case	Allows the user to open a new case

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management.

Table 22: Litigation Case Management Java Objects

Objects	Object Type	Description
mxclientsystem	Mendix	Used to display the Open Eligible Case screen.

1.6.2.4. Database Objects

The table below lists the database objects to support the Litigation Case Management functionality.

Table 23: Litigation Case Management Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.

1.6.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.3. Litigation Case Search

The Litigation Case Management screen allows the user to search for cases that are in litigation or are eligible for litigation.

1.6.3.1. Functional User Stories

The following sections describe the functional user stories applicable to Litigation Case Search.

1.6.3.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the user stories are provided as a means to define the functionality of the enhancement.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below lists enhancement user stories incorporated for Litigation Case Search during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 24: Litigation Case Search Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.3.2. Litigation Case Search Workflow

The figure below illustrates the workflow for Litigation Case Search.

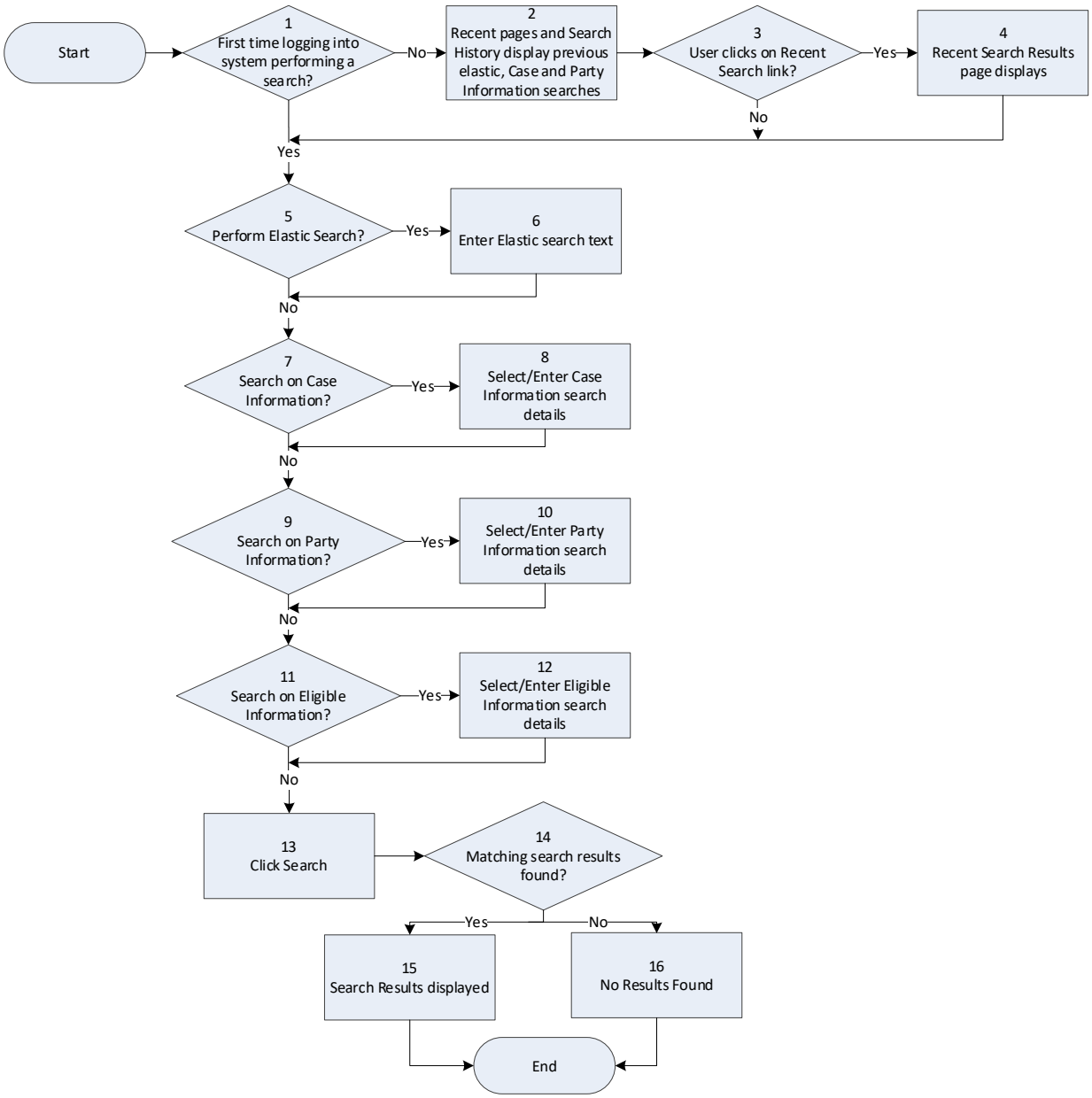

Figure 11: Litigation Case Search Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.3.2.1. Litigation Case Search Workflow Description

The Litigation Case Search workflow description is as follows:

1. Is this the first time that the user is logging into the ARM system to perform a search?
   a. If this is the first time that the user is logging into the system to perform a search (Yes), the process goes to step 5.
   b. If this is not the first time that the user is logging into the system to perform a search (No), the process goes to step 2.
2. The Recent pages and search history display previous elastic, Case, and Party Information search criteria that the user performed.
3. Does the user click on a Recent pages and search history Search link?
   a. If user clicks on a Recent pages and search history Search link (Yes), the process goes to step 4.
   b. If user does not click on a Recent pages and search history Search link (No), the process goes to step 5.
4. The Recent pages and search history Search Results page is displayed.
5. Does the user perform an Elastic search (highly scalable full-text open search used to search based on any text field the user enters)?
   a. If user enters text into the Elastic search field (Yes), the process goes to step 6.
   b. If user does not enter text into the Elastic search field (No), the process goes to step 7.
6. The user enters text into the Elastic search field.
7. Does the user enter/select Case Information?
   a. If user performs a Search based on any of the fields in the Case Information section (Yes), the process goes to step 8.
   b. If user does not Search based any of the fields in the Case Information section (No), the process goes to step 9.
8. The user enters/selects search criteria in the Case Information section.
9. Does the user enter/select Party Information?
   a. If user performs a Search based on any of the fields in the Party Information section (Yes), the process goes to step 10.
   b. If user does not Search based any of the fields in the Party Information section (No), the process goes to step 11.
10. The user enters/selects search criteria in the Party Information section.
11. Does the user enter/select Eligible Information?
    a. If user performs a Search based on any of the fields in the Eligible Information section (Yes), the process goes to step 12.
    b. If user does not Search based any of the fields in the Eligible Information section (No), the process goes to step 13.
12. The user enters/selects search criteria in the Eligible Information section.
13. The user clicks the Search button.
14. Does the system find matching search results based on the search criteria?
    a. If the system finds matching search results (Yes), the process goes to step 15.
    b. If the system does not find matching search results (No), the process goes to step 16.
15. The system displays the search results in the results grid.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

16. The system displays no results found.

1.6.3.3. Technical Design

The following section describes the technical design for Litigation Case Search.

1.6.3.3.1. User Interface

The Litigation Case Search screen includes the following ways to search.

- Elastic search - a highly scalable, full-text open search, used to search based on any text field. This allows the user to enter any text to display cases in the search results and recent pages and search history
- Search by Case Information
- Search by Party Information

1.6.3.3.1.1. Elastic Case Search

Elastic search is a highly scalable, full-text open search, used to search based on any text field. This allows the user to enter any text to display cases in the Search Results and Recent pages and search history.

The figure below shows the Litigation Case Search - Elastic Case Search fields.

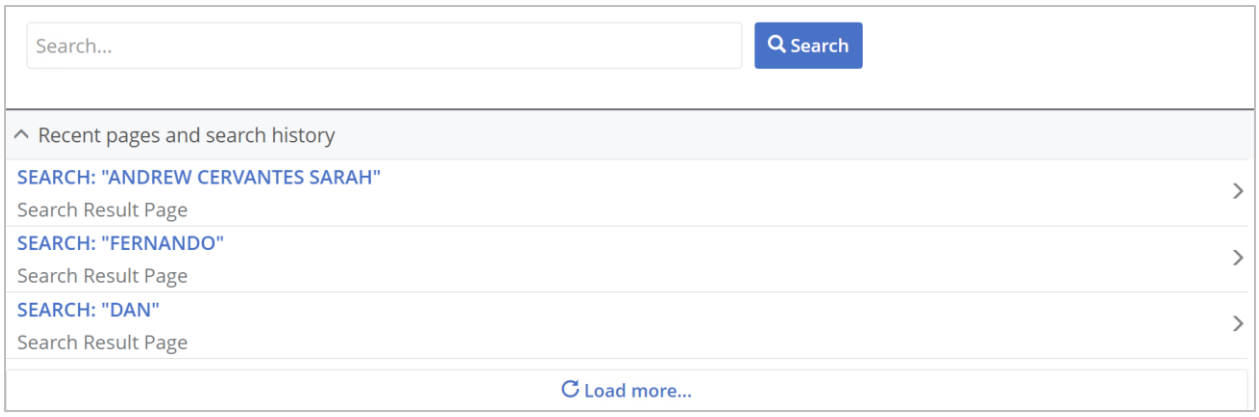

Figure 12: Litigation Case Search Screen — Elastic Search

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Litigation Case Search Screen - Recent Pages and Search History and the elastic search results.

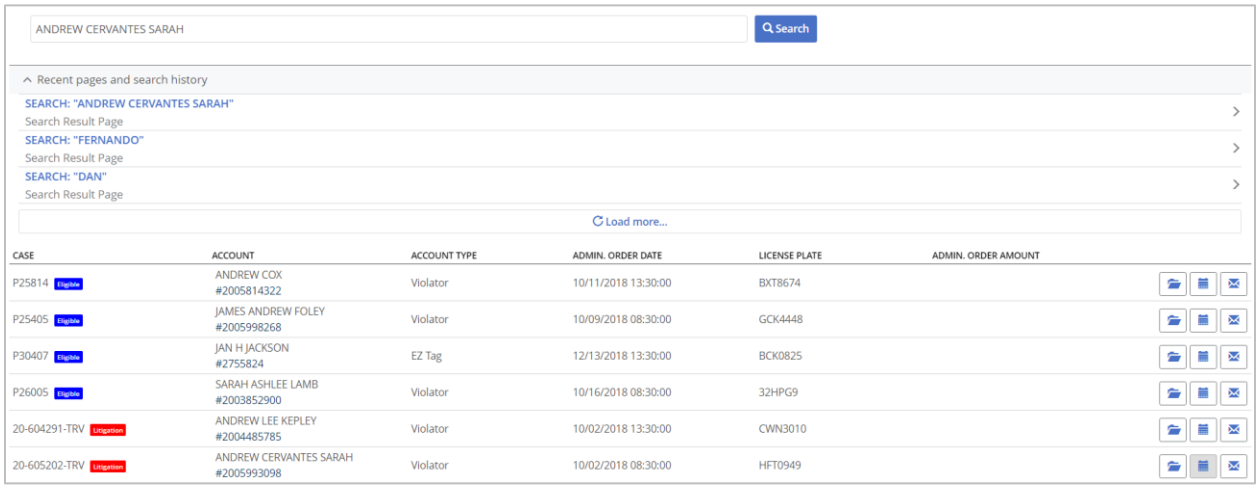

Figure 13: Litigation Case Search Screen — Recent Pages and Search History and Elastic Search Results

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Search - Elastic Search screen.

Table 25: Litigation Case Search Screen — Elastic Search Functional Information

Functional Information	
Screen Name	
Litigation Case Search - Elastic Search	
Screen Description	
The Litigation Case Search - Elastic Search screen allows the user to perform an elastic search for a case.	
Navigation From	
ARM Litigation Login	
Navigation To	
Eligible Case Management Litigation Case Management Overview Create New Case	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Elastic Search	
Search	Allows the user to enter elastic search text
Elastic Search Results	
Case	Displays the case number and the litigation status (Eligible or Litigation)
Account	Displays the account name and number
Account Type	Displays the type of account
Admin. Order Date	Displays the order date
License Plate	Displays the license plate number
Admin. Order Amount	Displays the order amount
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Search	Allows the user to initiate the search for a case
Recent pages and search history links	Allows the user to display the search results page for the selected search

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.3.3.1.2. Search by Case Information

The Search by Case Information section of the Litigation Case Search screen allows the user to search for cases by case information.

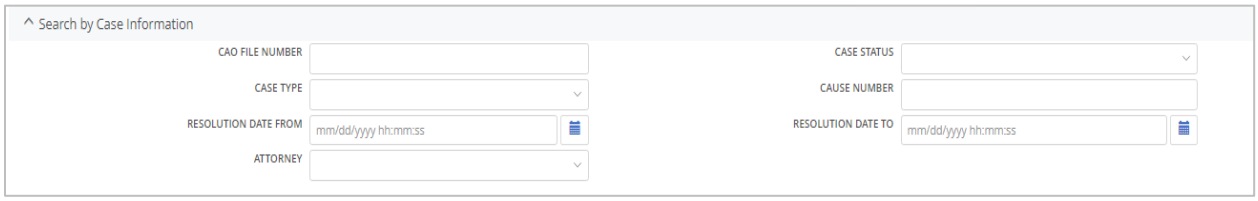

Figure 14: Litigation Case Search — Search by Case Information

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Search by Case Information.

Table 26: Litigation Case Search Screen — Search by Case Information Functional Information

Functional Information	
Screen Name	
Litigation Case Search - Search by Case Information	
Screen Description	
The Litigation Case Search - Search by Case Information screen allows the user search for cases by case information.	
Navigation From	
ARM Litigation Login	
Navigation To	
Eligible Case Management Litigation Case Management Overview	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Search by Party Information	
CAO FILE NUMBER	Allows the user to enter the County Attorney Office litigation case number
CASE STATUS	Allows the user to select the status of the case
CASE TYPE	Allows the user to select a case type
CAUSE NUMBER	Allows the user to enter the cause number
RESOLUTION DATE FROM	Allows the user to select the date and time the resolution started
RESOLUTION DATE TO	Allows the user to select the date and time the resolution ended
ATTORNEY	Allows the user to enter the name of the attorney
Actions/Links	
Search	Allows the user to initiate the search for a case
Reset	Allows the user to reset all search parameters to the default values

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.3.3.1.3. Search by Party Information

The Search by Party Information section of the Litigation Case Search screen allows the user to search for cases by party information.

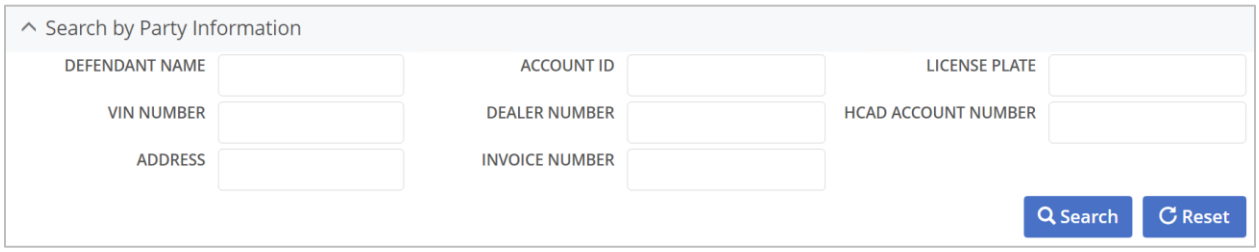

Figure 15: Litigation Case Search Screen — Search by Party Information

The table below contains the functional information for the Search by Party Information screen.

Table 27: Litigation Case Search Screen — Search by Party Information Functional Information

Functional Information	
Screen Name	
Litigation Case Search - Search by Party Information	
Screen Description	
The Litigation Case Search - Search by Party Information screen allows the user search for cases by party information.	
Navigation From	
ARM Litigation Login	
Navigation To	
Eligible Case Management Litigation Case Management Overview	
Source Table	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Search by Party Information	
Defendant Name	Allows the user to enter Defendant Name
Account ID	Allows the user to enter Account ID
License Plate	Allows the user to enter License Plate

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
VIN Number	Allows the user to enter VIN Number
Dealer Number	Allows the user to enter Dealer Number
HCAD Account Number	Allows the user to enter HCAD Account Number
Address	Allows the user to enter Address
Invoice Number	Allows the user to enter Invoice Number
Actions/Links	
Search	Allows the user to initiate the search for a case
Reset	Allows the user to reset all search parameters to the default values

1.6.3.3.1.4. Search Eligible List (TRV) Only

The Search Eligible List (TRV) Only section of the Litigation Case Search screen allows the user to search for TRV cases that are eligible for litigation. When the search is complete, the system automatically displays the Eligible Cases screen with the search results. See section *1.5.4 Eligible Case Search* for more information about the Eligible Cases screen.

The figure below shows the fields for Search Eligible List (TRV) Only.

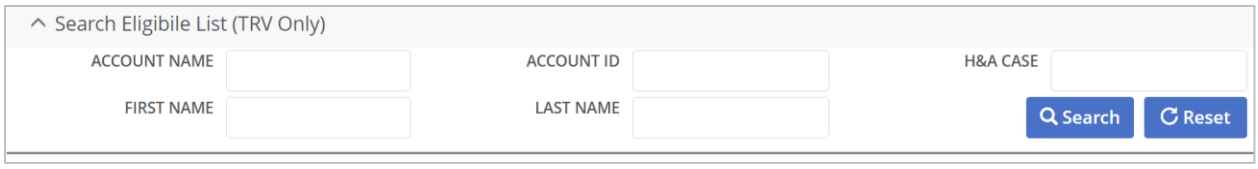

Figure 16: Litigation Case Search Screen — Search Eligible List (TRV) Only

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for Litigation Case Search Screen - Search Eligible List (TRV) Only.

Table 28: Litigation Case Search Screen — Search Eligible List (TRV) Only Functional Information

Functional Information	
Screen Name	
Litigation Case Search Screen - Search Eligible List (TRV) Only	
Screen Description	
The Litigation Case Search Screen - Search Eligible List (TRV) Only functionality allows the user search for TRV cases that are eligible for litigation.	
Navigation From	
ARM Litigation Login	
Navigation To	
Eligible Case Management Litigation Case Management Overview	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Search Eligible List (TRV Only)	
Account Name	Allows the user to enter Account Name
Account ID	Allows the user to enter Account ID
H&A Case	Allows the user to enter hearing and adjudication case number
First Name	Allows the user to enter First Name
Last Name	Allows the user to enter Last Name
Actions/Links	
Search	Allows the user to initiate the search for a case
Reset	Allows the user to reset all search parameters to the default values

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.3.3.1.5. Litigation Cases

When the user performs a search for Case Information or Party Information, the system displays the Litigation Cases screen. This screen displays the recent pages and search history and the search results. The user can do additional searches from this screen to minimize the search results.

The figure below shows the Litigation Cases screen.

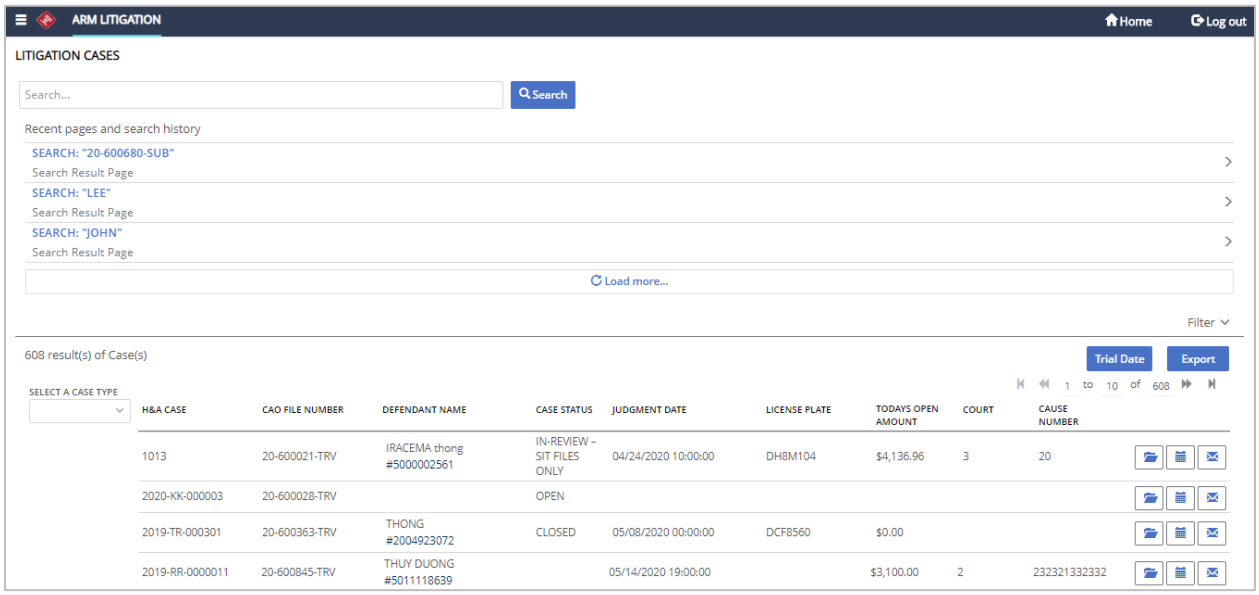

Figure 17: Litigation Cases Screen

The table below contains the functional information for the Litigation Cases screen.

Table 29: Litigation Cases Screen Functional Information

Functional Information
Screen Name
Litigation Cases
Screen Description
The Litigation Cases screen displays the search results for Search by Case Information and Search by Party Information.
Navigation From
Case Management – Search by Case Information Case Management – Search by Party Information
Navigation To
Eligible Case Management Litigation Case Management

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Source Tables	
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Elastic Search	
Search	Allows the user to enter elastic search text
Select A Case Type	Allows the user to select a case type
H&A Case	Displays the hearing and adjudication case number
CAO File Number	Displays the County Attorney Office litigation case number
Defendant Name	Displays the defendant name
Case Status	Displays the status of the case
Judgment Date	Displays the date of the judgment
License Plate	Displays the license plate number
License Plate #	Displays the license plate number
Todays Open Amount	Displays the open amount as of today
Court	Displays the court number
Cause Number	Displays the cause number
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Search	Allows the user to enter elastic search text
Hyperlinked Search Results Page	Allows the user to display the search results page for the selected search
Trial Date	Allows the user to view the critical dates calendar for the corresponding case
Export	Allows the user to export the selected case to an Excel spreadsheet

1.6.3.3.1.6. Open New Case — Non-TRV

The Open New Non-TRV Litigation Case screen allows the user to create a non-TRV litigation case. When the user clicks the Open New Case button on the Litigation Case Management screen, the Open New Non-TRV Litigation Case screen displays.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Open New Non-TRV Litigation Case screen.

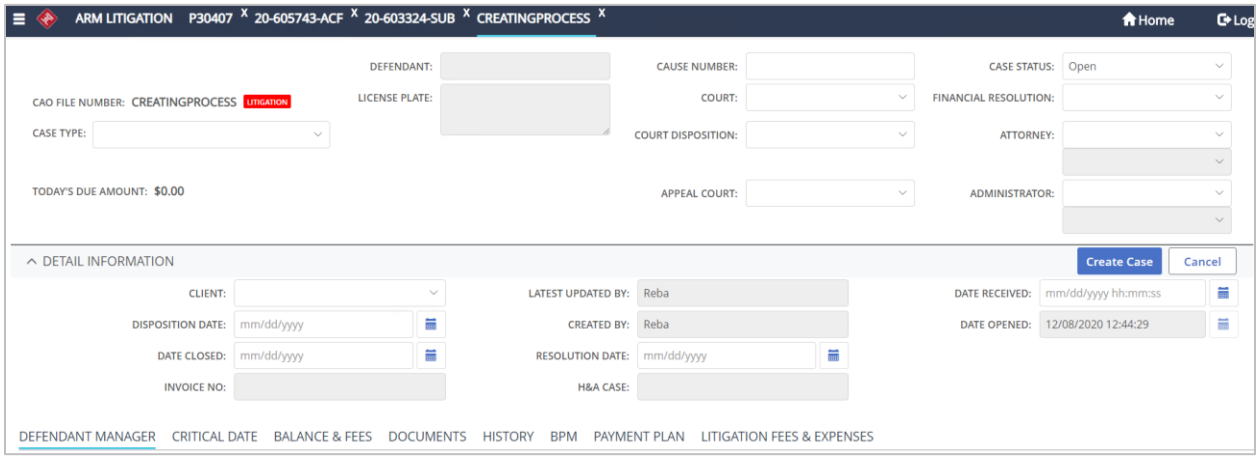

Figure 18: Open New Non-TRV Litigation Case Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Open New Non-TRV Litigation Case screen.

Table 30: Open New Non-TRV Litigation Case Screen Functional Information

Functional Information	
Screen Name	
Open New Case	
Screen Description	
The Open New Non-TRV Litigation Case screen allows the user to create a non-TRV litigation case.	
Navigation From	
Litigation Case Management > Open New Case button	
Navigation To	
Open Litigation screen	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Header	
CAO File Number	Reserved for the County Attorney Office litigation case number to be assigned
Case Type	Allows the user to select the type of case
Today's Due Amount	Displays the today's amount due
Defendant	Reserved for the defendant's name
License Plate	Reserved for the defendant's license plate number
Cause Number	Allows the user to enter the defendant's cause number
Court	Allows the user to select the court
Court Disposition	Allows the user to select the court disposition
Appeal Court	Allows the user to select the appeal court
Case Status	Allows the user to select the status of the case
Financial Resolution	Allows the user to select the financial resolution
Attorney	Allows the user to select the attorney
Administrator	Allows the user to select the administrator

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Detail Information	
Client	Allows the user to select the client
Disposition Date	Allows the user to select the disposition date
Date Closed	Allows the user to select the date closed
Invoice NO.	Reserved for the invoice number
Latest Updated By	Displays the user that last updated the case
Created By	Displays the user that created the case
Resolution Date	Allows the user to select the Resolution Date
H&A Case	Reserved for the hearing and adjudication case number
Date Received	Allows the user to select the date the case was received
Date Opened	Allows the user to select the date the case was opened
Tabs – See section *1.6.4 Litigation Case Management Overview* for more information about the tabs listed below.	
Defendant Manager	Displays the Defendant Manager fields
Critical Date	Displays the Critical Date fields
Balance & Fees	Displays the Balance & Fees fields
Documents	Displays the Documents fields
History	Displays the History fields
BPM	Not used
Payment Plan	Displays the Payment Plan fields
Litigation Fees & Expenses	Displays the Litigation Fees & Expenses fields
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Create Case	Allows the user to initiate the creation of the case

1.6.3.3.2. Screen Exceptions

This section contains examples of exception messages.

- If the user clicks the Create Case button on the Open Litigation Case screen and has not entered the first or last name or business name, the system displays the message below.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

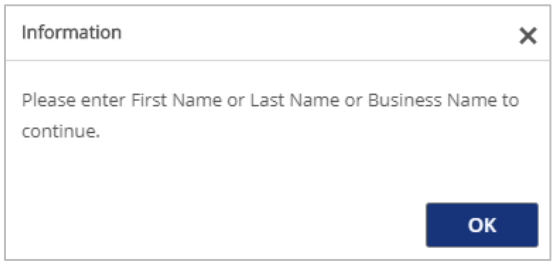

Figure 19: Enter Name or Business Message

1.6.3.3.3. Java Objects

The table below lists the Java objects for Litigation Case Search.

Table 31: Litigation Case Search Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Search screen.

1.6.3.3.4. Database Objects

The table below lists the database objects to support the Litigation Case Search functionality.

Table 32: Litigation Case Search Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.

1.6.3.3.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.4. Litigation Case Management Overview

The Litigation Case Management Overview screen provides detail information about the litigation case. This screen also includes additional tabs which are discussed in the following sections,

1.6.4.1. Functional User Stories

The following sections describe the functional user stories applicable to Litigation Case Management Overview.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Litigation Case Management Overview during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 33: Litigation Case Management Overview Enhancement User Stories

User Story ID	Definition	Enhancement
N/A	N/A	N/A

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.2. Litigation Case Management Overview Workflow

The figure below illustrates the workflow for Litigation Case Management Overview workflow.

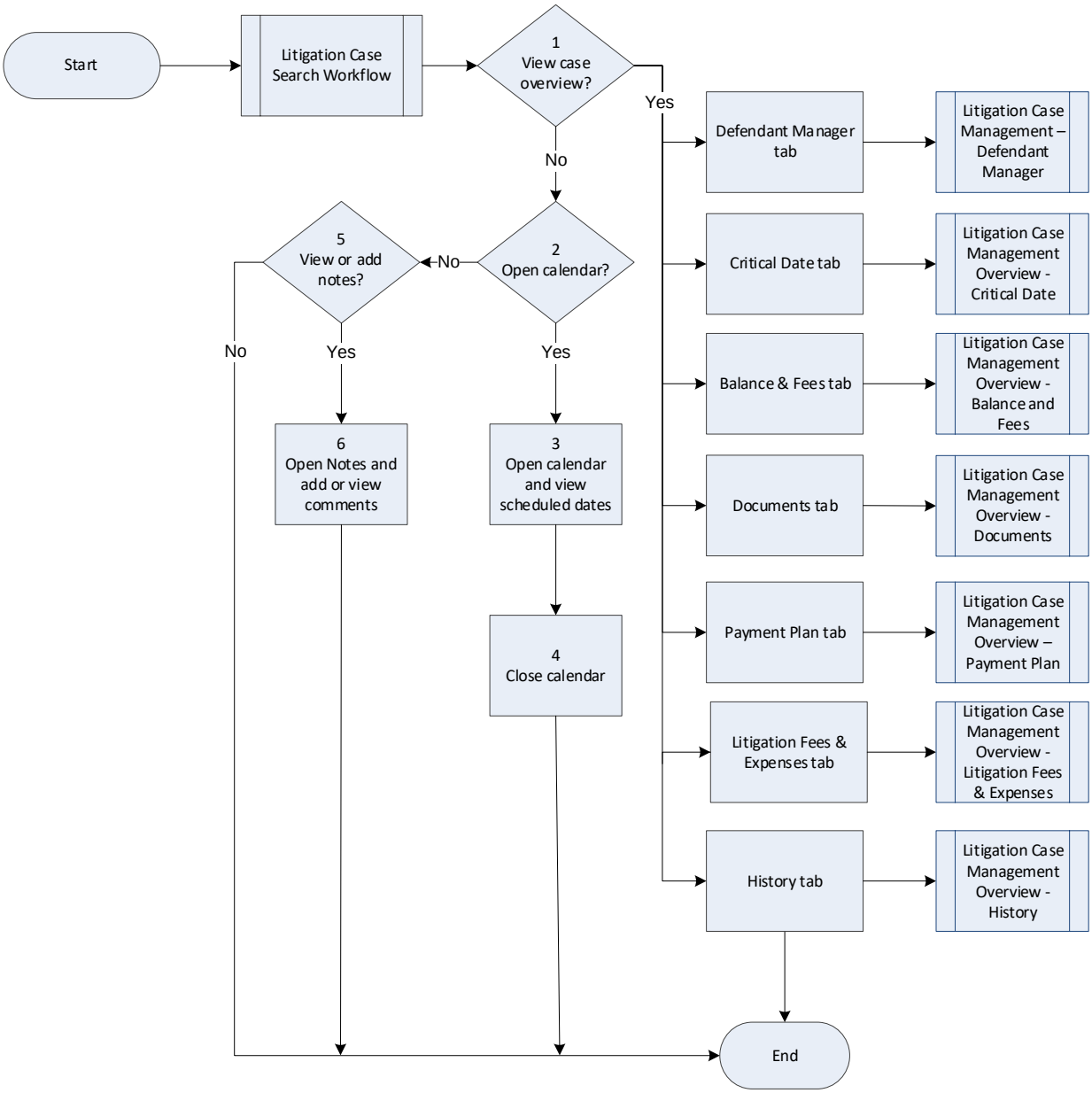

Figure 20: Litigation Case Management Overview Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.2.1. Litigation Case Management Overview Workflow Description

The Litigation Case Management Overview workflow description is as follows:

The workflow continues from the Litigation Case Search Workflow.

1. Does the user open the litigation case to the Overview screen?
   a. If the user wants to view the case overview (Yes), the Overview screen displays and the user can navigate to one of the tabs mentioned below.
      - Defendant Manager
      - Critical Date
      - Balance and Fees
      - Documents
      - Payment Plan
      - Litigation Fees and Expenses
      - History
   b. If the user does not want to view the case overview (No), the process goes to step 2.
2. Does the user want to open the calendar and view scheduled dates for the case?
   a. If the user wants to open the calendar and view scheduled dates for the case (Yes), the process goes to step 3.
   b. If the user does not want to open the calendar and view scheduled dates for the case (No), the process goes to step 5.
2. The user opens the calendar and views scheduled dates for the litigation case.
3. The user closes the calendar.
4. Does the user view or add notes?
   a. If the user views or add notes (Yes), the process goes to step 6.
   b. If user does not view or add notes (No), the process ends.
5. The user opens Notes and adds or view comments and the process ends.

1.6.4.3. Technical Design

The following section describes the technical design for Litigation Case Management Overview.

1.6.4.3.1. User Interface

The Litigation Case Management Overview screen provides detail information about the litigation case. This screen also includes additional tabs which are discussed in the following sections,

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the TRV Litigation Case Management Overview screen.

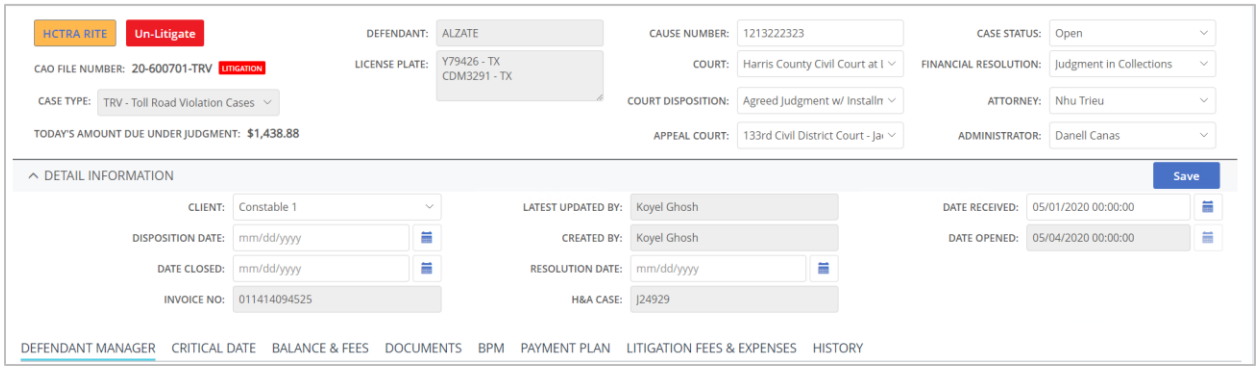

Figure 21: Litigation Case Management Overview Screen

If the user clicks Un-Litigate, the system displays the confirmation message below.

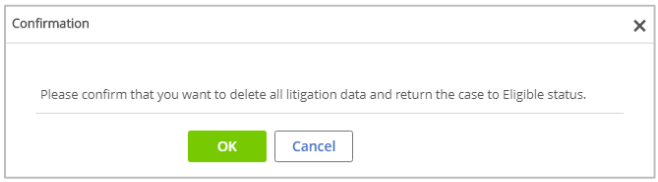

Figure 22: Un-Litigate Confirmation Message

The user clicks OK to delete the litigation data and return to the case to the Eligible status.

The figure below shows the Non-TRV Litigation Case Management Overview screen.

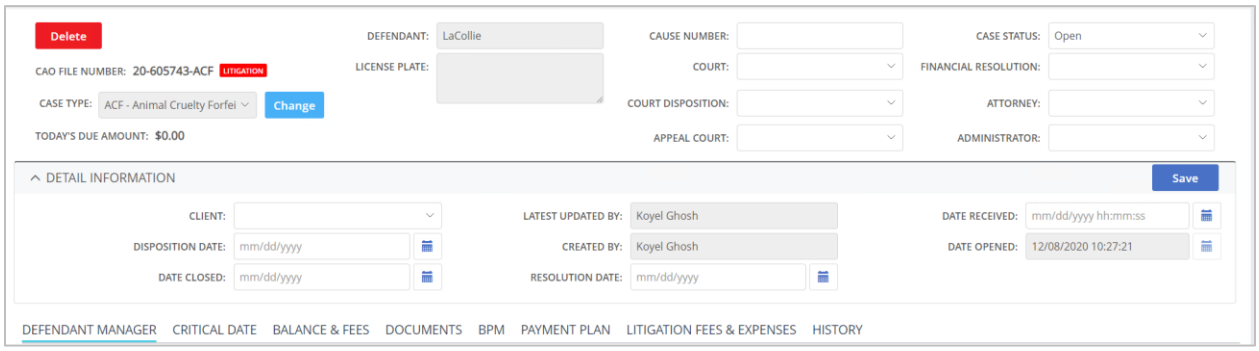

Figure 23: Litigation Case Management Overview Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

If the user clicks Delete, the system displays the confirmation message below.

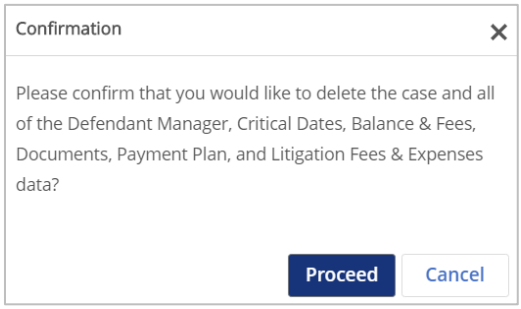

Figure 24: Delete Case Confirmation Message

The user clicks Proceed to delete the non-TRV case. The system deletes the non-TRV case and displays the message below.

Figure 25: Successfully Deleted Message

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management Overview screen.

Table 34: Litigation Case Management Overview Screen Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview	
Screen Description	
The Litigation Case Management Overview screen allows the user to view the litigation case details and make updates as needed.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables	
Schema	Table
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Header	
CAO File Number	Displays the County Attorney Office litigation case number and status
Case Type	Displays the case type
Today's Amount Due Under Judgment	Displays the today's amount due under judgment
Defendant	Displays the defendant's first name
License Plate	Displays the license plate number
Cause Number	Allows the user to enter the cause number
Court	Allows the user to select the court
Court Disposition	Allows the user to select the court disposition
Appeal Court	Allows the user to select the appeal court
Case Status	Allows the user to select the case status
Financial Resolution	Allows the user to select the financial resolution
Attorney	Allows the user to select the attorney

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Administrator	Allows the user to select the administrator
Detail Information	
Client	Allows the user to select the Client
Disposition Date	Allows the user to select the Disposition Date
Date Closed	Allows the user to select the Date Closed
Invoice NO.	Allows the user to enter the Invoice NO
Latest Updated By	Displays the user that last updated the case
Created By	Displays the user that created the case
Resolution Date	Allows the user to select the Resolution Date
H&A Case	Displays the hearing and adjudication case number
Date Received	Allows the user to select the Date Received
Date Opened	Allows the user to select the Date Opened
Tabs	
Defendant Manager	Displays the Defendant Manager fields
Critical Date	Displays the Critical Date fields
Balance & Fees	Displays the Balance & Fees fields
Documents	Displays the Documents fields
History	Displays the History fields
BPM	Not used
Payment Plan	Displays the Payment Plan fields
Litigation Fees & Expenses	Displays the Litigation Fees & Expenses fields
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
HCTRA RITE	Displays the RITE login screen
Un-Litigate	Allows the user to remove a TRV case from litigation that has not advanced to judgment, and changes the status from Litigation to Eligible
Delete	Allows the user to delete a non-TRV litigation case that has not advanced to judgment
Save	Allows the user to save the updates
Send Email	Allows the user to send an email

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.3.2. Screen Exceptions

This section contains examples of exception messages.

- If the user clicks the Export Fees File button on the Litigation Case Management Overview screen, and there aren't any fees, the system displays the message below.

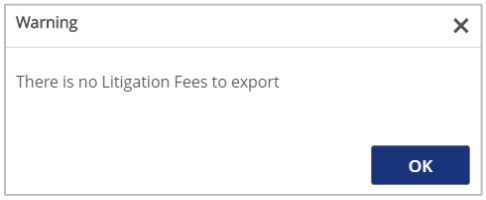

Figure 26: No Litigation Fees to Export Message

- If the user clicks Apply Rate on the Litigation Case Management – Balance & Fees tab, and the judgment amount and date for the interest calculation has not been entered, the system displays the message below.

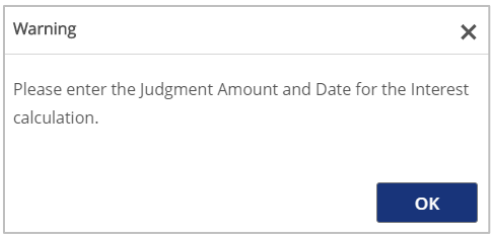

Figure 27: Enter Judgment Amount and Date for Interest Calculation Message

- If the user tries to unlitigate a case that has merged cases or added manual defendants, the system displays a message as shown below.

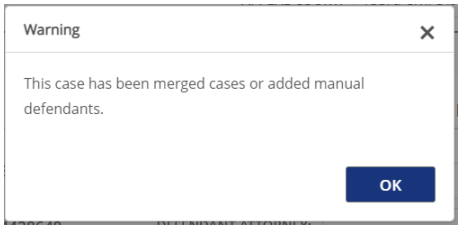

Figure 28: Enter Judgment Amount and Date for Interest Calculation Message

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.3.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview.

Table 35: Litigation Case Management Overview Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.3.4. Database Objects

The table below lists the database objects to support the Litigation Case Management Overview functionality.

Table 36: Litigation Case Management Overview Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.3.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.4.4. Litigation Case Management Overview — Defendant Manager

The Defendant Manager tab on the Litigation Case Management Overview screen allows the user to manage the defendant manager information for cases that are in litigation.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.4.1. Litigation Case Management Overview — Defendant Manager Workflow

The figure below illustrates the workflow for Litigation Case Management – Defendant Manager.

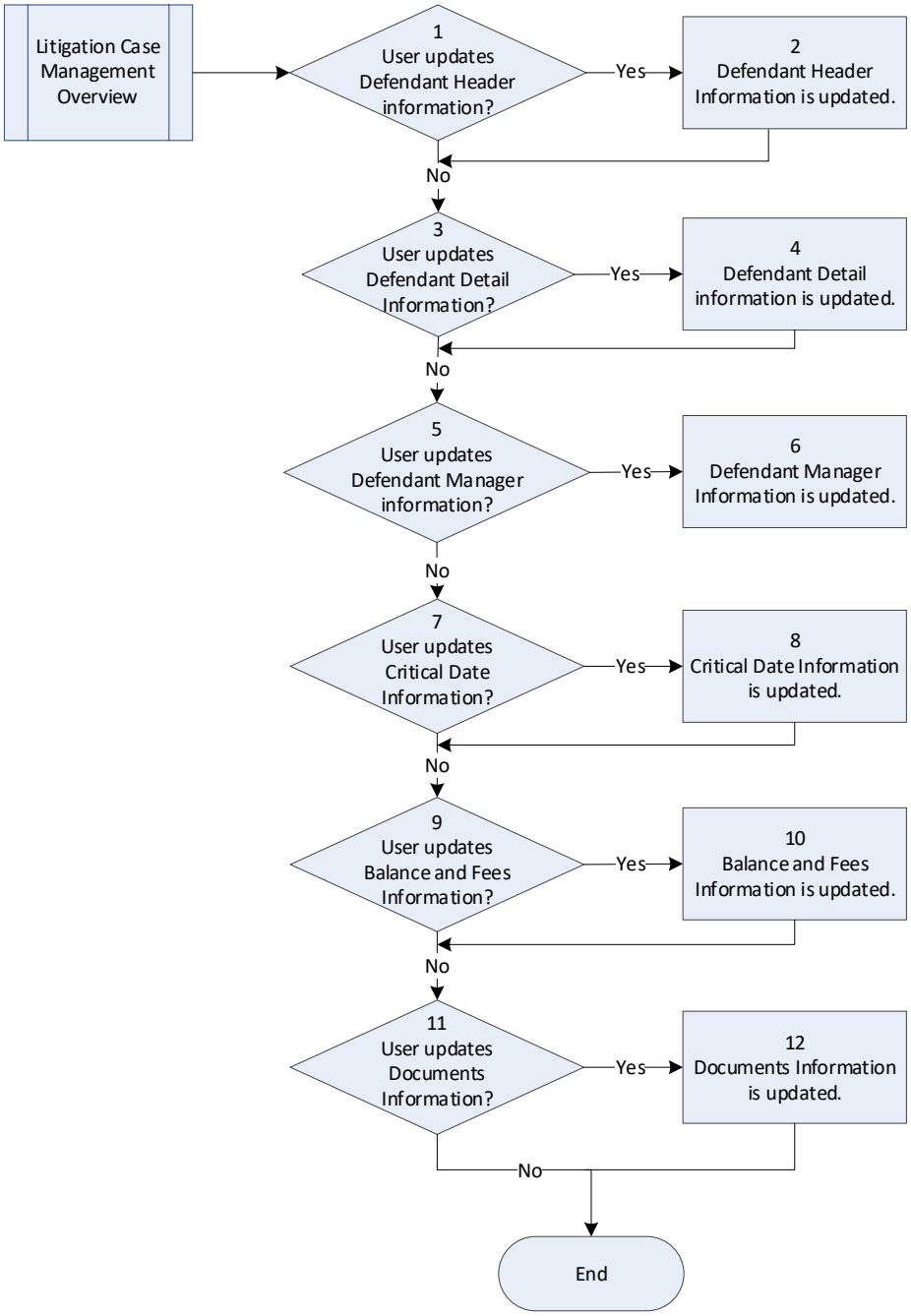

Figure 29: Litigation Case Management Overview — Defendant Manager Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.4.1.1. Litigation Case Management Overview — Defendant Manager Workflow Description

The Litigation Case Management Overview – Defendant Manager workflow description is as follows:

1. Does the user update the Defendant Header Information?
   a. If the user updates the Defendant Header Information (Yes), the process goes to step 3.
   b. If the user does not update the Defendant Header Information (No), the process goes to step 4.
2. The Defendant Header Information is updated.
3. Does the user update the Defendant Detail Information?
   a. If the user updates the Defendant Detail Information (Yes), the process goes to step 5.
   b. If user does not update the Defendant Detail Information (No), the process goes to step 6.
4. The Defendant Detail Information is updated.
5. Does the user update the Defendant Manager Information?
   a. If the user updates the Defendant Manager Information (Yes), the process goes to step 7.
   b. If user does not update the Defendant Manager Information (No), the process goes to step 8.
6. The Defendant Manager Information is updated.
7. Does the user update the Critical Dates Information?
   a. If the user updates the Critical Dates Information (Yes), the process goes to step 9.
   b. If user does not update the Critical Dates Information (No), the process goes to step 10.
8. The Critical Dates Information is updated.
9. Does the user update the Balance and Fees Information?
   a. If the user updates the Balance and Fees Information (Yes), the process goes to step 11.
   b. If user does not update the Balance and Fees Information (No), the process goes to step 12.
10. The Balance and Fees Information is updated.
11. Does the user update the Documents Information?
    a. If the user updates the Documents Information (Yes), the process goes to step 13.
    b. If user does not update the Documents Information (No), the process ends.
12. The Critical Dates Information is updated.

1.6.4.4.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview – Defendant Manager.

1.6.4.4.2.1. User Interface

The Litigation Case Management Overview - Defendant Manager tab allows the user to add, merge, update, and delete defendant information on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Litigation Case Management Overview - Defendant Manager tab.

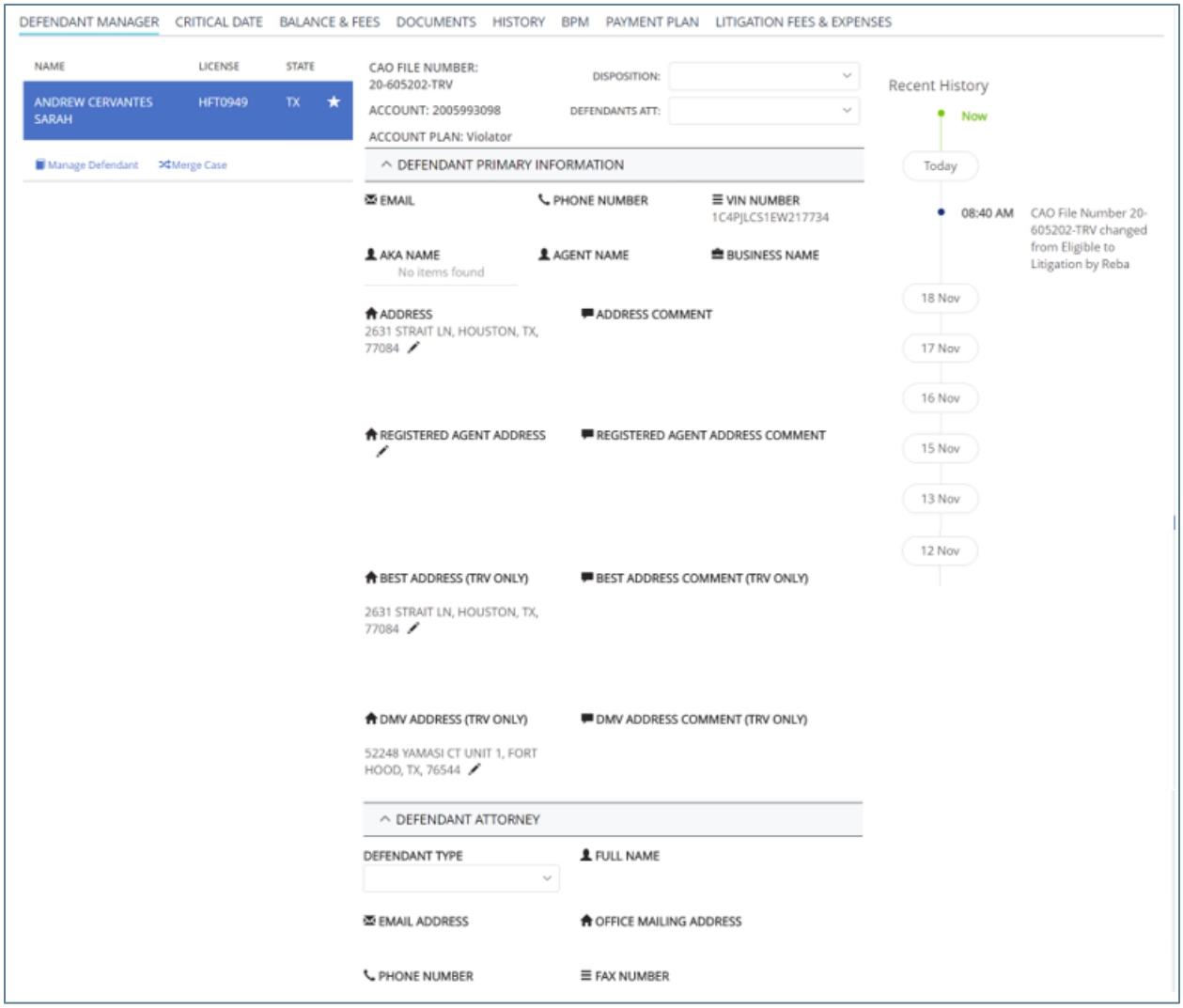

Figure 30: Litigation Case Management Overview Screen — Defendant Manager Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management - Defendant Manager tab.

Table 37: Litigation Case Management Overview Screen — Defendant Manager Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Defendant Manager (Tab)	
Screen Description	
The Litigation Case Management Overview - Defendant Manager tab allows the user to enter the defendant information, manage defendants, and merge or un-merge cases for the litigation case.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables	
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Defendant Manager Tab	
Name	Displays the name of the defendant
License	Displays the license plate number of the defendant
State	Displays the state of the license plate
CAO File Number	Displays the County Attorney Office litigation case number
Account	Displays the account number
Account Plan	Displays the account plan
Recent History	Displays the recent history
Disposition	Allows the user to select the disposition
Defendants Att	Allows the user to select the defendants attention
Defendant Primary Information	
Email	Displays the defendant email address
Phone Number	Displays the defendant phone number
VIN Number	Displays the defendant VIN number
AKA Name	Displays the name the defendant is also known as

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Agent Name	Displays the defendant agent name
Business Name	Displays the defendant business name
Address	Displays the defendant address
Address Comment	Displays the comment for the defendant address
Registered Agent Address	Displays the defendant registered agent address
Registered Agent Address Comment	Displays the comment for the defendant registered agent address
Best Address (TRV Only)	Displays the defendant best address for TRV cases
Best Address Comment (TRV Only)	Displays the comment for the defendant best address for TRV cases
DMV Address (TRV Only)	Displays the defendant DMV address for TRV cases
DMV Address Comment (TRV Only)	Displays the comment for the defendant DMV address for TRV cases
Defendant Attorney	
Defendant Type	Allows the user to select the defendant type
Full Name	Displays the defendant attorney full name
Email Address	Displays the defendant attorney email address
Office Mailing Address	Displays the defendant attorney office mailing address
Phone Number	Displays the defendant attorney phone number
Fax Number	Displays the defendant attorney fax number
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Manage Defendant	Allows the user to manage the defendant information
Merge Case	Allows the user to merge cases
Un-Merge Case	Allows the user to un-merge case
Save	Allows the user to save the updates

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.4.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.4.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview – Defendant Manager.

Table 38: Litigation Case Management — Defendant Manager Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.4.2.4. Database Objects

The table below lists the database objects to support the Litigation Case Management Overview – Defendant Manager functionality.

Table 39: Litigation Case Management Overview — Defendant Manager Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.4.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.4.5. Litigation Case Management Overview — Critical Date

The Critical Date tab on the Litigation Case Management Overview screen allows the user to manage the critical date information on a litigation case.

1.6.4.5.1. Functional User Stories

The following sections describe the functional user stories applicable to Litigation Case Management Overview — Critical Date.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.5.1.1. Enhancement User Stories

In lieu of Business Requirements for the ARM Litigation Enhancement, the User Stories are provided as a means to define the functionality of the Enhancement.

The table below lists enhancement user stories incorporated for Litigation Case Management Overview — Critical Date during this year. The enhancement user stories for the previous years can be found in the Final Q4 Versions of this document.

Table 40: Litigation Case Management Overview — Critical Date Enhancement User Stories

User Story ID	Definition	Enhancement
QC13514-REQ-001	On the Case Management Overview screen->Critical Date tab when the user clicks on the Document icon, the system will display the 'Upload Document' dialog box with 'Click here or drop files to upload' and [Upload] and [Close] buttons.	ARM Litigation Critical Dates Enhancement
QC13514-REQ-002	On the Case Management Overview screen->Critical Date tab when the user clicks on the Return GreenCard icon, the system will display the 'Upload Document' dialog box with 'Click here or drop files to upload' and [Upload] [Close] buttons.	ARM Litigation Critical Dates Enhancement
QC13514-REQ-003	On the Case Management Overview screen->Critical Date tab -> Document icon->Document pop up screen, the system will display the uploaded document information in the following columns Name Date Type CMRRR Change Date Manual Upload Download icon View icon	ARM Litigation Critical Dates Enhancement
QC13514-REQ-004	On the Case Management Overview screen->Critical Date tab -> Return GreenCard icon->Document pop up screen, the system will display the uploaded document information in the following columns Name Date Type CMRRR Change Date Manual Upload Download icon View icon	ARM Litigation Critical Dates Enhancement

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

User Story ID	Definition	Enhancement
QC13514-REQ-005	On the Case Management Overview screen->Critical Date tab -> only when user selects any of the below listed values from the 'Type Of Critical Date' dropdown list, the system will display the field 'Type' dropdown list. Petition Post-Judgment Request Served Trial Notice Service	ARM Litigation Critical Dates Enhancement
QC13514-REQ-006	On the Case Management Overview screen->Critical Date tab, when user selects 'Type Of Critical Date' dropdown list, the system will not display the following Misc. Correspondence Request Signed Expunction Request	ARM Litigation Critical Dates Enhancement
QC13514-REQ-007	On the Case Management Overview screen->Critical Date tab, when user selects 'Post-Judgement Request' from the 'Type Of Critical Date' dropdown list, the system will display the 'Type' with the following dropdown list Abstract Bill of Sale Writ of Execution	ARM Litigation Critical Dates Enhancement
QC13514-REQ-008	On the Case Management Overview screen->Critical Date tab, when user selects 'Served Trial Notice' from the 'Type Of Critical Date' dropdown list, the system will display the 'Type' with the following dropdown list 1 2 3	ARM Litigation Critical Dates Enhancement
QC13514-REQ-009	On the Case Management Overview screen->Critical Date tab-> Type Of Critical Date -> Served Trial Notice->any value from the Type dropdown list, the system will display the 'Served Trial Notice Name' open text box field.	ARM Litigation Critical Dates Enhancement

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.5.2. Litigation Case Management Overview — Critical Date Workflow

The figure below illustrates the workflow for Litigation Case Management Overview - Critical Date.

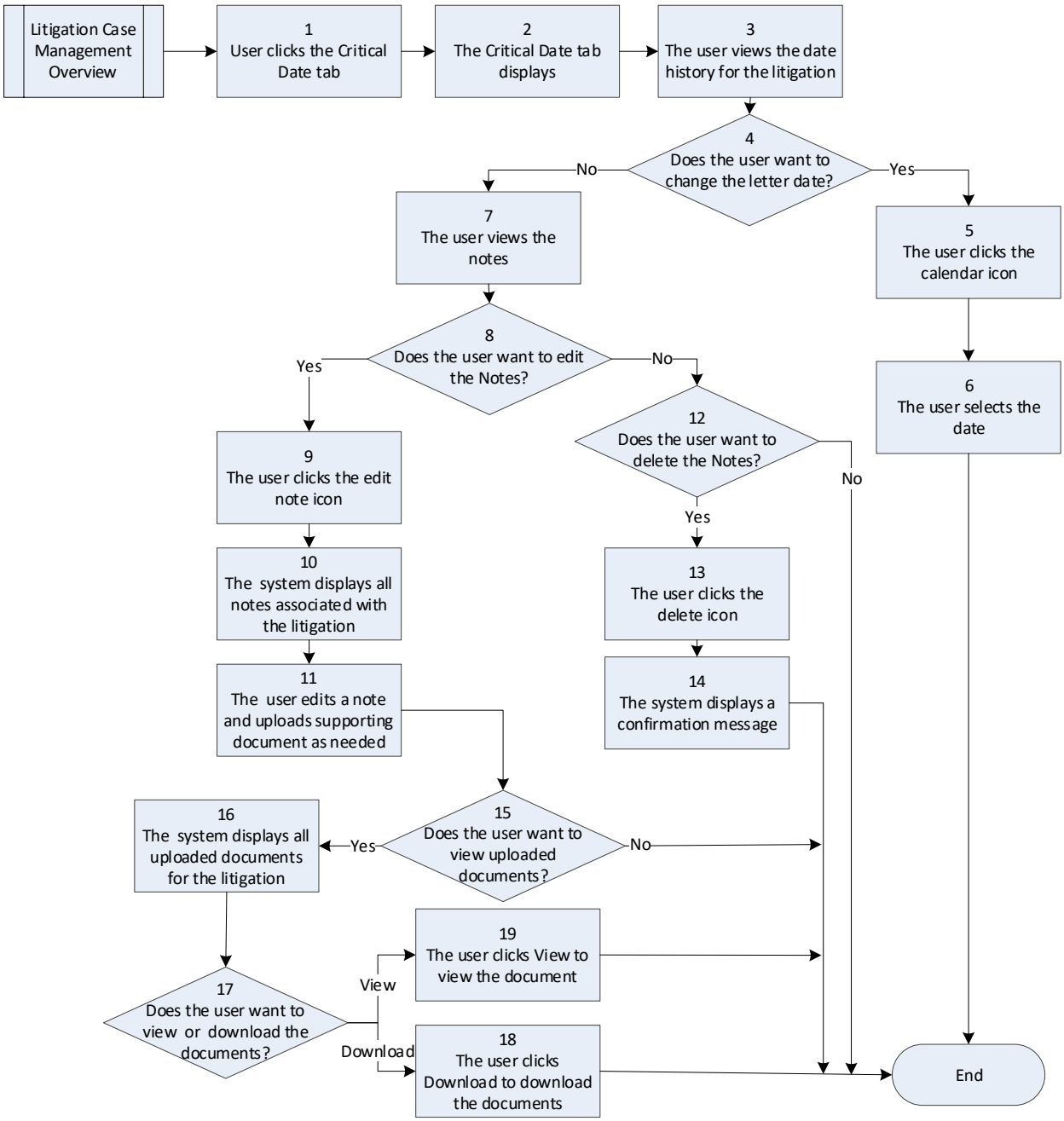

Figure 31: Litigation Case Management Overview — Critical Date Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.5.2.1. Litigation Case Management Overview — Critical Date Workflow Description

The Litigation Case Management Overview - Critical Date workflow description is as follows:

1. The user clicks on the Critical Date tab from the litigation Case Overview screen.
2. The Critical Date tab displays.
3. The user views the date history timeline which displays on the right-hand side of the tab.
4. Does the user want to change the letter date?
   a. If the user wants to change the letter date (Yes), the process goes to step 5.
   b. If the user does not want to change the letter date (No), the process goes to step 7.
5. The user opens the calendar by clicking on the calendar icon.
6. The user selects a new date.
7. The user views the notes.
8. Does the user want to edit the Notes?
   a. If the user wants to edit the notes (Yes), the process goes to step 9.
   b. If the user does not want to edit the notes (No), the process goes to step 12.
9. The user clicks the Edit Note icon.
10. The system displays all notes associated with the selected litigation.
11. The user edits a note and uploads supporting documents as needed.
12. Does the user want to delete the Notes?
    a. If the user wants to delete the Notes (Yes), the process goes to step 13.
    b. If the user does not want to delete the Notes (No), the process ends.
13. The user clicks on the Delete icon.
14. The system displays a confirmation message for the delete and the user selects Yes.
15. Does the user want to view the uploaded documents?
    a. If the user wants to view the uploaded documents (Yes), the process goes to step 16.
    b. If the user does not want to upload the documents (No), the process ends.
16. The system displays all the uploaded documents.
17. Does the user want to view and download the documents?
    a. If the user want to view the documents (View), the process goes to step 19.
    b. If the user wants to download the documents (Download), the process goes to step 18.
18. The user clicks Download to download and save the documents and the process ends.
19. The user clicks View and the system displays the document and the process ends.

1.6.4.5.3. Technical Design

The following section describes the technical design for Litigation Case Management Overview- Critical Date.

1.6.4.5.3.1. User Interface

The Critical Date tab on the Litigation Case Management Overview screen allows the user to manage the critical date information on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Litigation Case Management Overview - Critical Date tab.

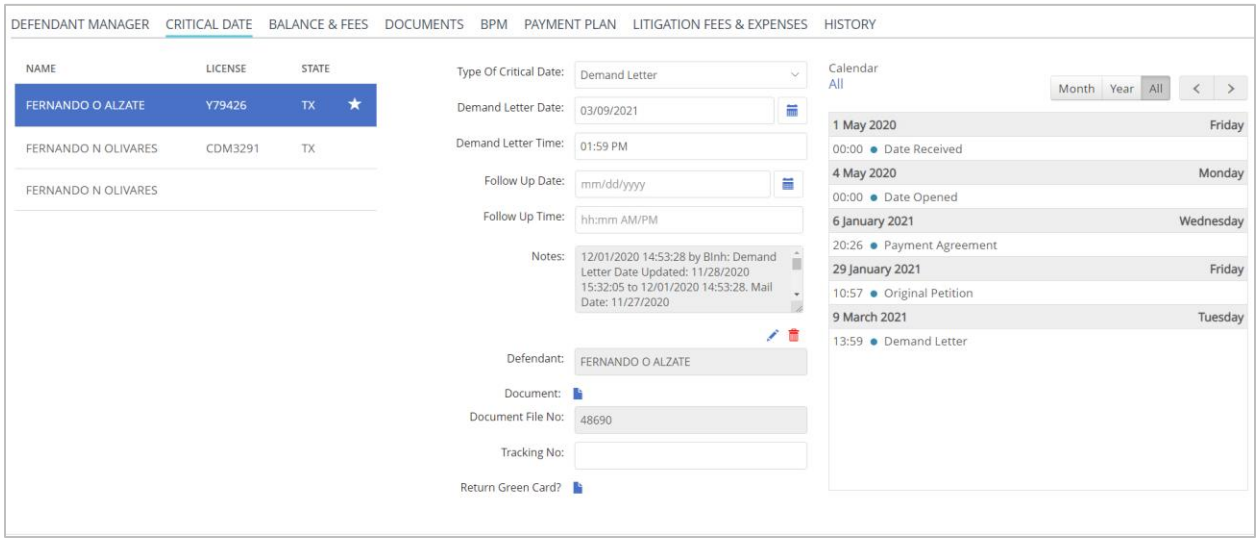

Figure 32: Litigation Case Management Overview Screen — Critical Date Tab

The table below contains the functional information for the Litigation Case Management Overview - Critical Date tab.

Table 41: Litigation Case Management Overview Screen — Critical Date Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Critical Date (Tab)	
Screen Description	
The Litigation Case Management Overview - Critical Date tab allows the user to enter the critical date information for the litigation case.	
Navigation From	
Litigation Case Management > search results Overview icon	
Navigation To	
Litigation Case Management	
Source Tables	
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Name	Displays the Name of the Defendant
License	Displays the License Plate Number of the Defendant
State	Displays the State License Plate of the Defendant
Type of Critical Date	Allows the user to select the type of critical date
Notes	Displays notes
Defendant	Displays the defendant name
Document	Displays an icon to any document attached to the critical date
Document File No.	Displays the document file number
Tracking No.	Displays the tracking number
Return Green Card	Displays an icon to any return green card attachment
Calendar	Displays the calendar of critical dates by year and month
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Save	Allows the user to save the updates

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.5.3.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.5.3.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview – Critical Date.

Table 42: Litigation Case Management — Critical Date Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.5.3.4. Database Objects

The table below lists the database objects to support the Litigation Case Management – Critical Date functionality.

Table 43: Litigation Case Management Overview — Critical Date Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.5.3.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.6. Litigation Case Management Overview — Balance and Fees

The Balance and Fees tab on the Litigation Case Management Overview screen allows the user to manage the balance and fees information on a litigation case.

1.6.4.6.1. Litigation Case Management Overview — Balance and Fees Workflow

The figure below illustrates the workflow for Litigation Case Management Overview - Balance and Fees.

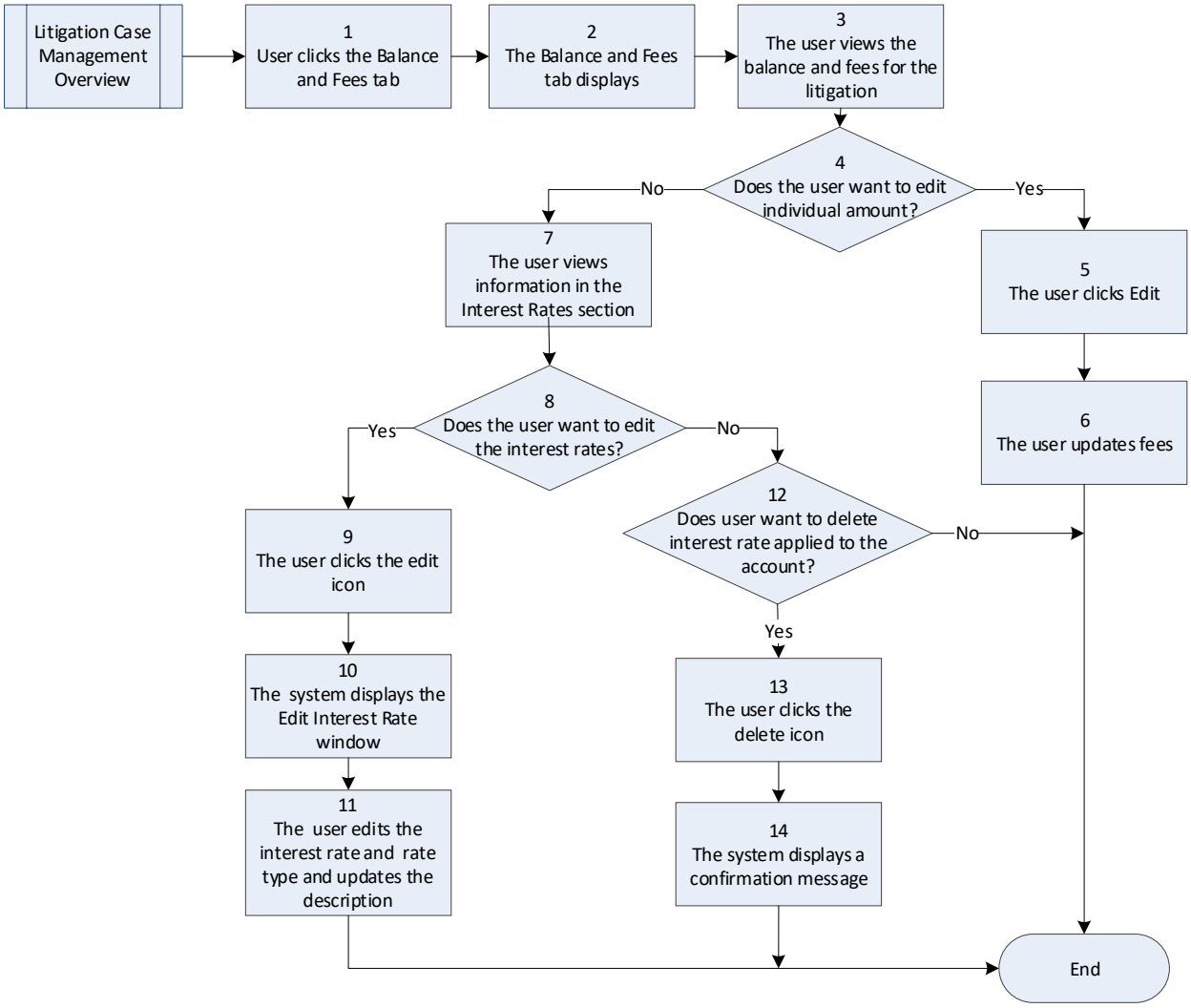

Figure 33: Litigation Case Management Overview — Balance and Fees Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.6.1.1. Litigation Case Management Overview - Balance and Fees Workflow Description

The Litigation Case Management Balance and Fees workflow description is as follows:

1. The user clicks on the Balance and Fees tab from the litigation Case Overview screen.
2. The Balance and Fees tab displays.
3. The user views the balance and fees associated with the litigation.
4. Does the user want to edit the individual amount?
   a. If the user wants to edit the individual amount (Yes), the process goes to step 5.
   b. If the user does not want to edit the individual amount (No), the process goes to step 7.
5. The user clicks Edit.
6. The user updates the fees.
7. The user views the information displayed in the Interest Rates section.
8. Does the user want to edit the interest rates?
   a. If the user wants to edit the interest rates (Yes), the process goes to step 9.
   b. If the user does not want to edit the interest rates (No), the process goes to step 12.
9. The user clicks the Edit icon.
10. The system displays the Edit Interest Rate Screen.
11. The user edits the interest rate and rate type and updates the description.
12. Does the user want to delete the interest rate applied to the account?
    a. If the user wants to delete the interest rate applied to the account (Yes), the process goes to step 13.
    b. If the user does not want to delete the interest rate applied to the account (No), the process ends.
13. The user clicks on the Delete icon.
14. The system displays a confirmation message for the delete and the user selects Yes. The process ends

1.6.4.6.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview – Balance and Fees.

1.6.4.6.2.1. User Interface

The Balance and Fees tab on the Litigation Case Management Overview screen allows the user to manage the balance and fees information on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Litigation Case Management Overview - Balance and Fees tab.

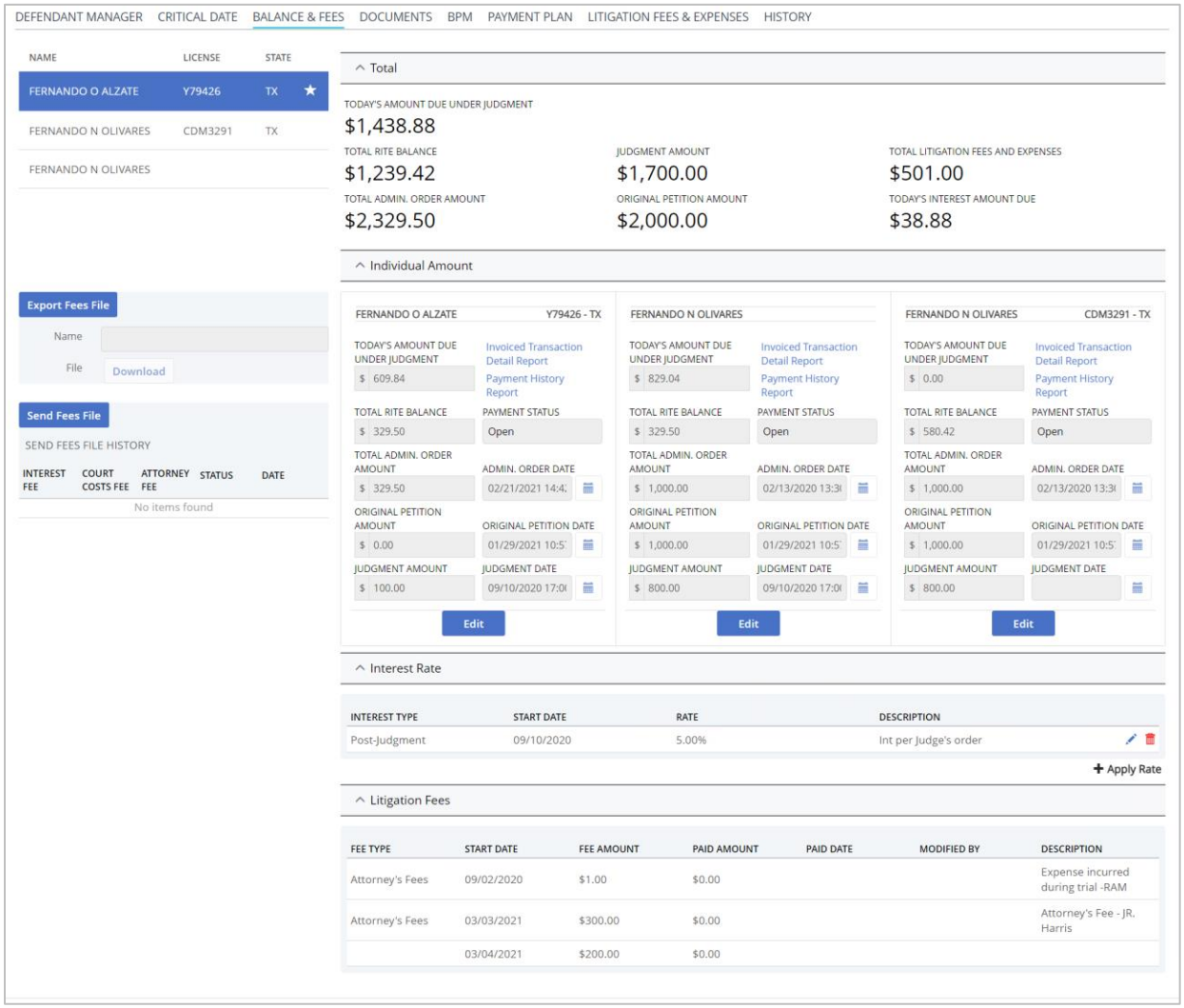

Figure 34: Litigation Case Management Overview Screen — Balance and Fees Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management Overview - Balance and Fees tab.

Table 44: Litigation Case Management Overview Screen — Balance and Fees Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Balance and Fees (Tab)	
Screen Description	
The Litigation Case Management Overview - Balance and Fees tab allows the user to enter the critical date information for the litigation case.	
Navigation From	
Litigation Case Management > search results Overview icon	
Navigation To	
Litigation Case Management	
Source Tables	
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Name	Displays the name of the defendant
License	Displays the license plate number of the defendant
State	Displays the state license plate of the defendant
Total	
Today's Amount Due Under Judgment (Total)	Displays today's total amount due under judgment
Total RITE Balance (Total)	Displays the total balance in RITE
Total Admin. Order Amount (Total)	Displays the total administrative order amount
Judgment Amount (Total)	Displays the total judgment amount
Total Litigation Fees and Expenses (Total)	Displays the total litigation fees and expenses
Today's Interest Amount Due (Total)	Displays the interest amount due today
Original Petition Amount (Total)	Displays the original petition amount

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Individual	
Today's Amount Due Under Judgment (Individual)	Displays today's individual amount due under judgment
Total RITE Balance (Individual)	Displays the individual total balance in RITE
Total Admin. Order Amount (Individual)	Displays the individual total administrative order amount
Original Petition Amount (Individual)	Allows the user to enter the individual original petition amount
Judgment Amount (Individual)	Allows the user to enter the individual judgment amount
Payment Status (Individual)	Displays the individual payment status
Admin. Order Date (Individual)	Displays the individual administrative order date
Original Petition Date (Individual)	Allows the user to select the individual original petition date
Judgment Date (Individual)	Allows the user to select the individual judgment date
Interest Rate	
Rate	Displays the interest rate
Start Date	Displays the date the interest rate was entered
Interest Type	Displays the type of interest rate
Description	Displays the description of the interest rate
Litigation Fees	
Amount	Displays the amount of litigation fees
Start Date	Displays the date the litigation fee was created
Fee Type	Displays the type of litigation fee
Description	Displays the description of the litigation fee
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Export Fees File	Allows the user to export the fees to an Excel file
Invoiced Transaction Detail Report	Allows the user to generate the Invoiced Transaction Detail report
Apply Rate	Allows the user to apply the calculated rate
Save	Allows the user to save the updates

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user clicks the Invoiced Transaction Detail Report link in the Individual Amount section , the Report Criteria screen below displays.

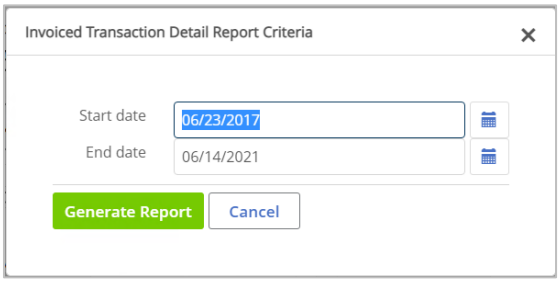

Figure 35: Invoiced Transaction Detail Report Criteria Screen

When the user clicks the Payment History Report link in the Individual Amount section, the Report Criteria screen below displays.

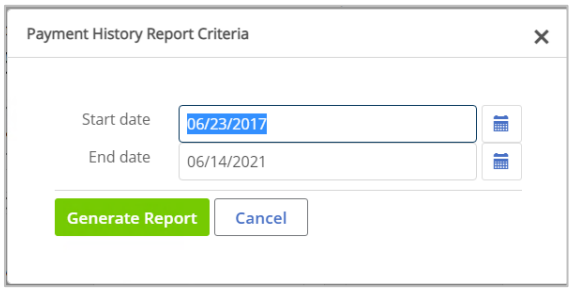

Figure 36: Payment History Report Criteria Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Report Criteria Screen.

Table 45: Report Criteria Screen Functional Information

Functional Information	
Screen Name	
Report Criteria	
Screen Description	
The Report Criteria screen allows the user to generate the Invoiced Transaction Detail report.	
Navigation From	
Litigation Case Management Overview > Balance and Fees tab	
Navigation To	
Litigation Case Management Overview	
Source Tables	
TAG_OWNER	INVOICES
RITE_COMMON	RT_TRANSACTIONS, CASES, ACCOUNT_VEHICLES, ADDRESS, DMV
BOS_LIT_OWNER	ARM_RT_OPEN_AMOUNT, ARM_DMV_ADDRESSES, ARM_LITIGATION_ACCOUNTS
Field Definitions	
Start date	Allows the user to select or enter the start date for the report
End date	Allows the user to select or enter the end date for the report
Actions/Links	
Generate Report	Allows the user to initiate the generation of the report
Cancel	Allows the user to cancel the report generation

The user selects a start and end date on the screen above and clicks Generate Report. The system generates the report to a PDF file and downloads the report to the user's local drive. Refer to the *RITE OPS Cust Svc Reports As-Built Document Vol 2*, section *8 Report 743 – Invoiced Transaction Detail* and *Report 748 - Account History Listing* for samples of the reports.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.6.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.6.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview - Balance and Fees.

Table 46: Litigation Case Management Overview — Balance and Fees Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.6.2.4. Database Objects

The table below lists the database objects to support the Case Management Overview – Balance and Fees functionality.

Table 47: Case Management Overview — Balance and Fees Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.6.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.4.7. Litigation Case Management Overview — Documents

The Documents tab on the Litigation Case Management Overview screen allows the user to manage the documents on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.7.1. Litigation Case Management Overview — Documents Workflow

The figure below illustrates the workflow for Litigation Case Management Overview - Documents.

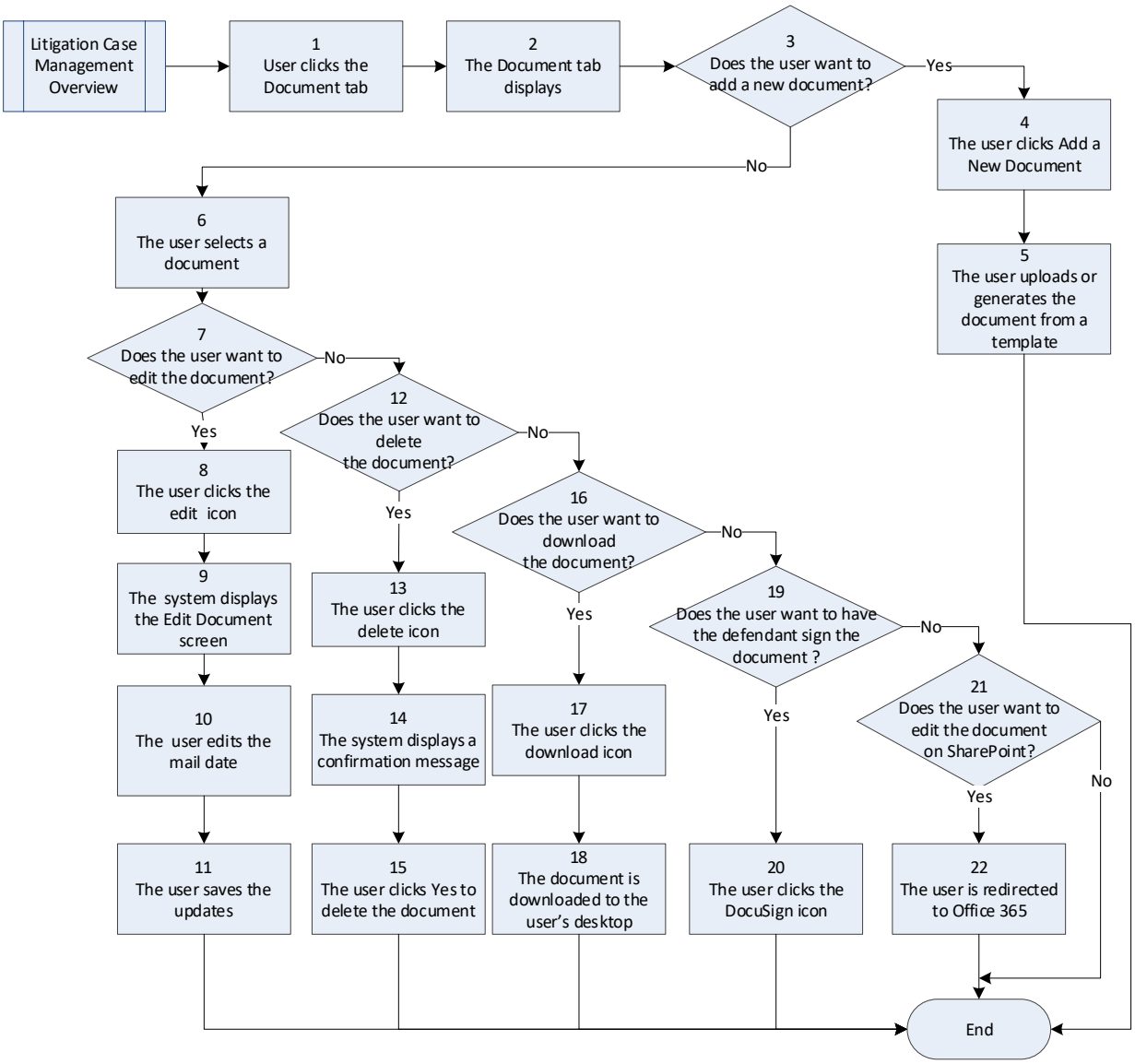

Figure 37: Litigation Case Management Overview — Documents Workflow

1.6.4.7.1.1. Litigation Case Management Overview — Documents Workflow Description

The Litigation Case Management Overview - Documents workflow description is as follows:

1. The user clicks on the Documents tab from the litigation Case Overview screen.
2. The Document tab displays.
3. Does the user want to add a new document?
   a. If the user wants to add a new document (Yes), the process goes to step 4.
   b. If the user does not want to add a new document (No), the process goes to step 6.
4. The user clicks Add a New Document. The Add Document tab displays.
5. The user has the option to upload a document or generate a document based on available document templates.
6. The user selects an uploaded document.
7. Does the user want to edit the document?
   a. If the user wants to edit the document (Yes), the process goes to step 8.
   b. If the user does not want to edit the document (No), the process goes to step 12.
8. The user clicks the Edit icon.
9. The system displays the Edit Document screen.
10. The user edits the mail date.
11. The user saves the updates.
12. Does the user want to delete the document?
    a. If the user wants to delete the document (Yes), the process goes to step 13.
    b. If the user does not want to delete the interest rate applied to the account (No), the process goes to step 16.
13. The user clicks the Delete icon.
14. The system displays a confirmation message for the delete.
15. The user selects Yes to confirm the delete.
16. Does the user want to download the document?
    a. If the user wants to download the document (Yes), the process goes to step 17.
    b. If the user does not want to download the document (No), the process goes to step 19.
17. The user clicks the download icon.
18. The document is downloaded to the user's desktop.
19. Does the user want to have the defendant sign the document?
    a. If the user wants to have the defendant sign the document (Yes), the process goes to step 20.
    b. If the user does not want to have the defendant sign the document (No), the process goes to step 21.
20. The user clicks the DocuSign icon. The system displays the DocuSign Option screen. The user sends the document to the defendant as an email attachment for the electronic signature.
21. Does the user want to edit the document in SharePoint?
    a. If the user wants to edit the document in SharePoint (Yes), the process goes to step 22.
    b. If the user does not want to edit the document in SharePoint (No), the process ends.
22. The system redirects the user to Office 365 to edit the document on SharePoint.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.7.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview - Documents.

1.6.4.7.2.1. User Interface

The Documents tab on the Litigation Case Management Overview screen allows the user to manage the documents on a litigation case.

The figure below shows the Litigation Case Management Overview - Documents tab.

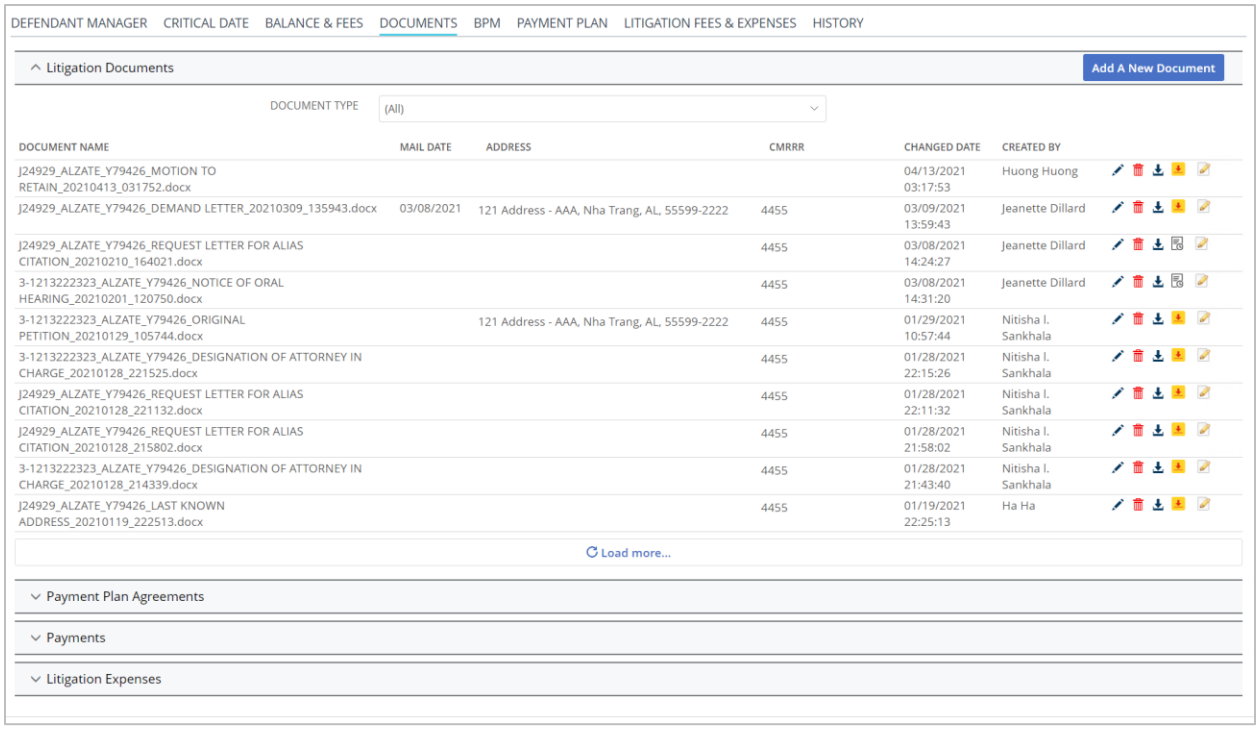

Figure 38: Litigation Case Management Overview Screen — Documents Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management Overview - Documents Tab.

Table 48: Litigation Case Management Overview Screen — Documents Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Documents (Tab)	
Screen Description	
The Litigation Case Management Overview - Documents tab allows the user to add and view documents for the litigation case.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables – see Table 34 for details	
Field Definitions	
Litigation Documents	
Document Type	Allows the user to select the document types to display
Document Name	Displays the document name
Critical Date Type	Displays the date type
Mail Date	Displays the mail date
Address	Displays the address
CMRRR	Displays the certified mail return receipt requested
Changed Date	Displays the changed date
Created By	Displays the person who created the document
Payment Plan Agreements	
Document Name	Displays the payment plan agreement document name
Critical Date Type	Displays the critical date type for the payment plan agreement
Mail Date	Displays the date the payment plan agreement was mailed
Address	Displays the address for the payment plan agreement
Changed Date	Displays the date the payment plan agreement document was changed
Created By	Displays the person who created the payment plan agreement document
Payments	
Document Name	Displays the payment document name

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Critical Date Type	Displays the critical date type for the payment
Mail Date	Displays the date the payment was mailed
Address	Displays the address for the payment
Changed Date	Displays the date the payment document was changed
Created By	Displays the person who created the payment document
Litigation Expenses	
Document Name	Displays the litigation expenses document name
Critical Date Type	Displays the critical date type for the litigation expenses
Mail Date	Displays the date the litigation expenses document was mailed
Address	Displays the address for the litigation expenses
Changed Date	Displays the date the litigation expenses document was changed
Created By	Displays the person who created the litigation expenses document
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Add a New Document	Allows the user to add a new document
Save	Allows the user to save the updates

When the user clicks Add a New Document, the Add Document screen displays as shown below.

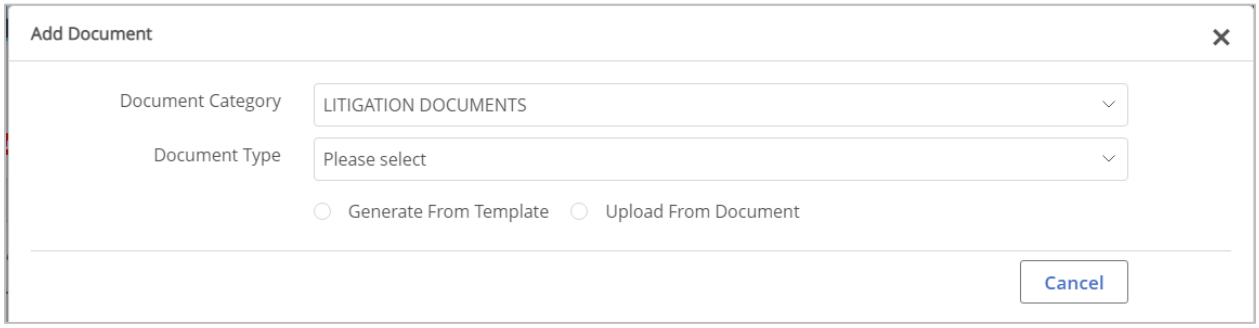

Figure 39: Add Document Screen

The user can opt to either generate the document from a template or upload the document as below.

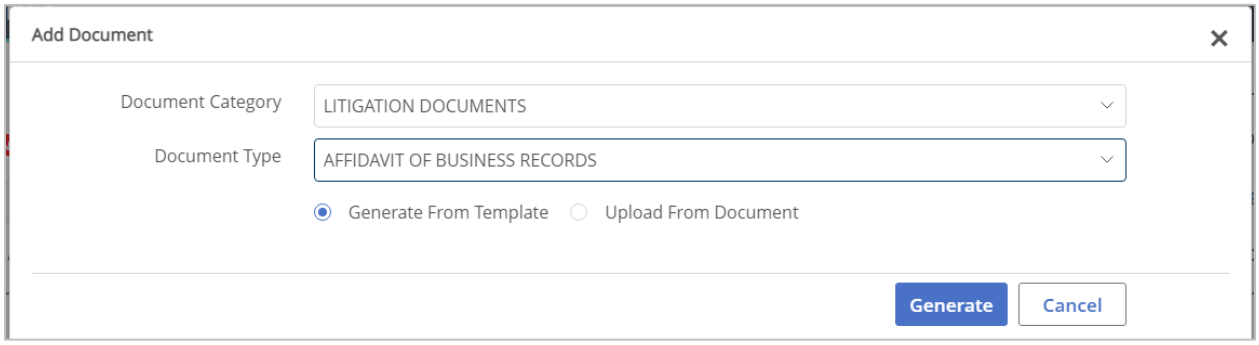

Figure 40: Add Document – Generate From Template

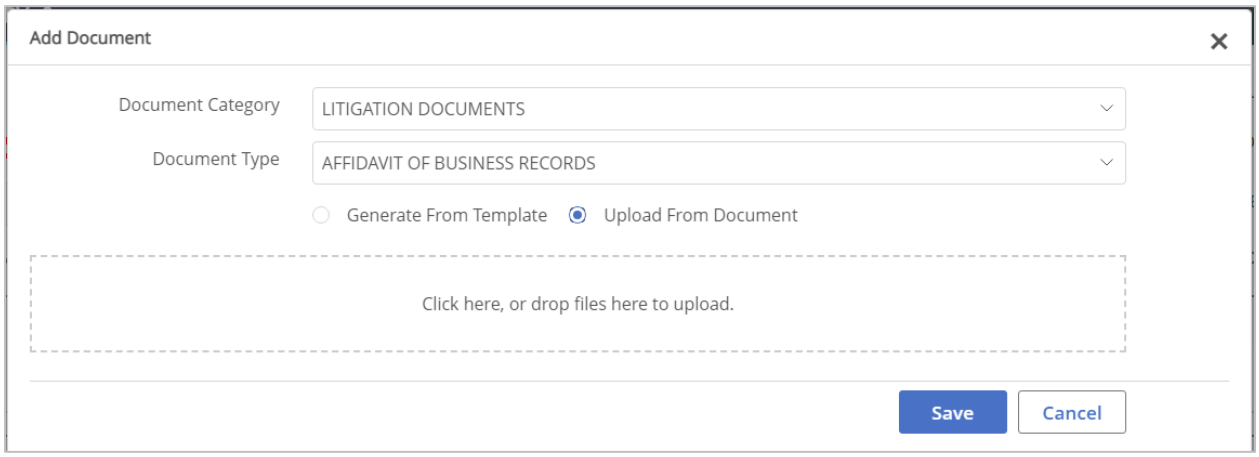

Figure 41: Add Document – Upload From Document

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user click DocuSign icon, the system displays the DocuSign Option screen as shown below.

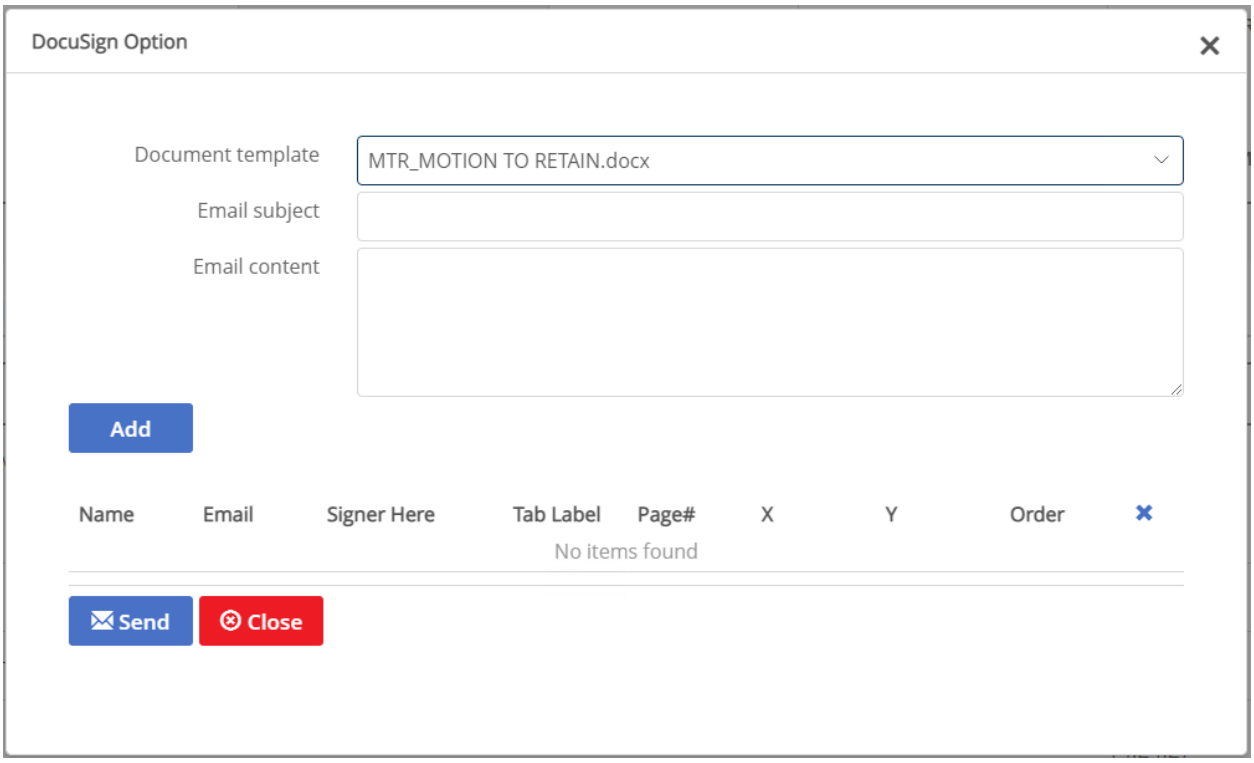

Figure 42: DocuSign Option Screen

This screen allows the user to email the document requiring electronic signature to the defendant.

When the user clicks the Edit in SharePoint icon, the system displays the confirmation message shown below.

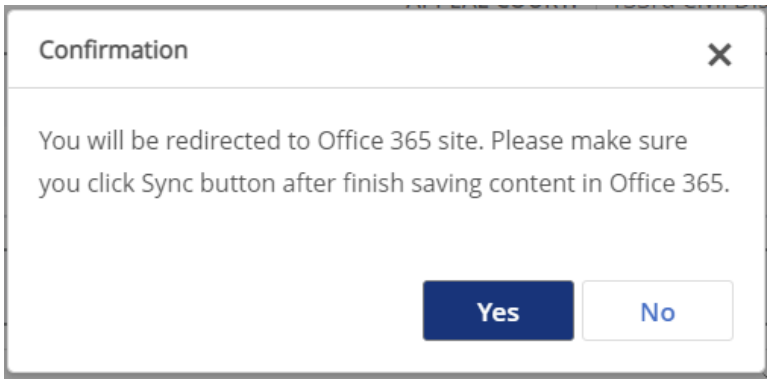

Figure 43: Confirmation Message to Connect to Office 365

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

If the user clicks Yes, the system displays the log in screen to connect to Office 365 as below.

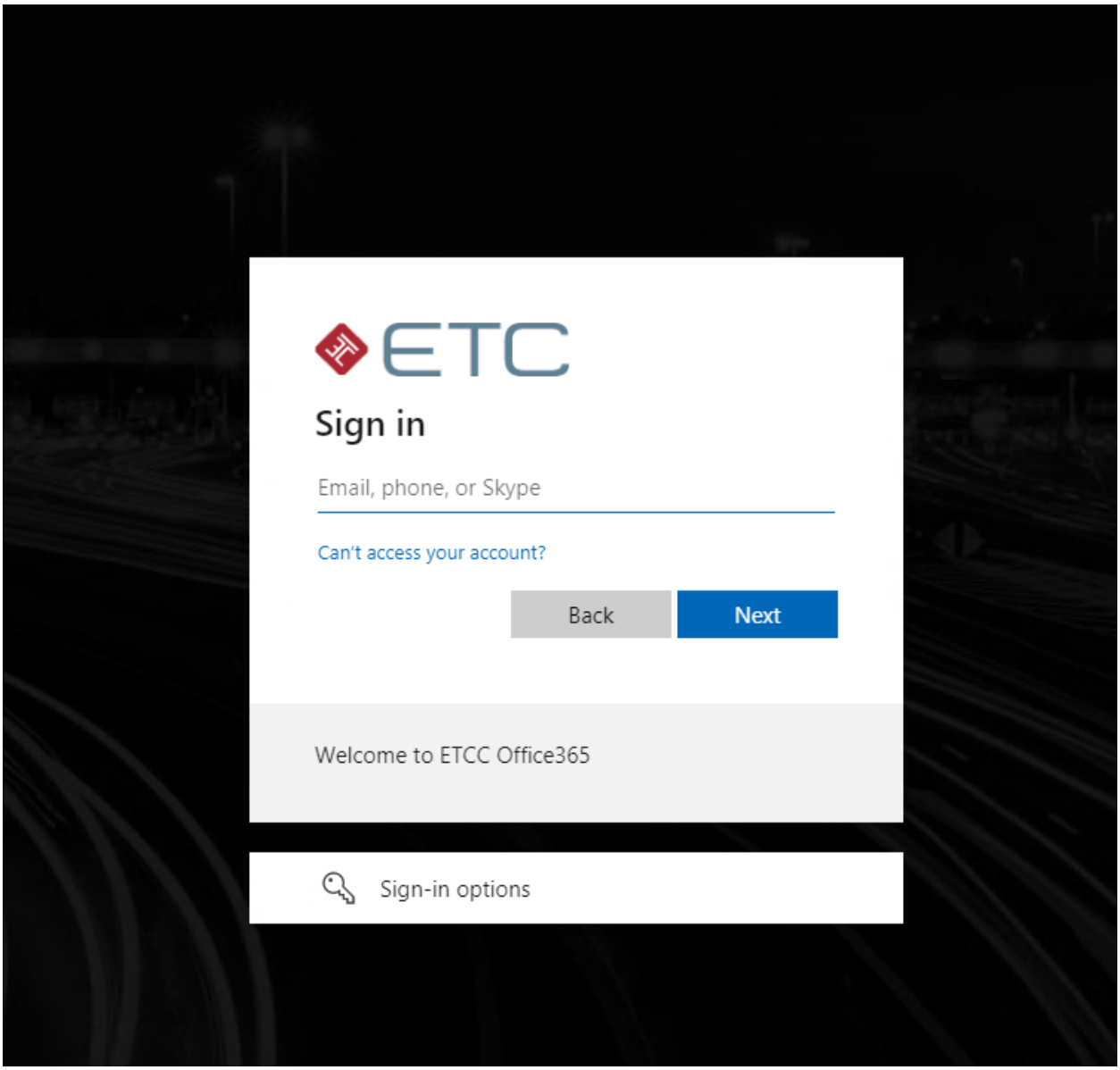

Figure 44: Log In Screen for Office365

1.6.4.7.2.2. Screen Exceptions

This section contains examples of exception messages.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.7.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview - Documents.

Table 49: Litigation Case Management Overview — Documents Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.7.2.4. Database Objects

The table below lists the database objects to support the Case Management Overview – Documents functionality.

Table 50: Case Management Overview — Documents Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.7.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.8. Litigation Case Management Overview — Payment Plan

1.6.4.8.1. Litigation Case Management Overview — Payment Plan Workflow

The figure below illustrates the workflow for Litigation Case Management Overview – Payment Plan.

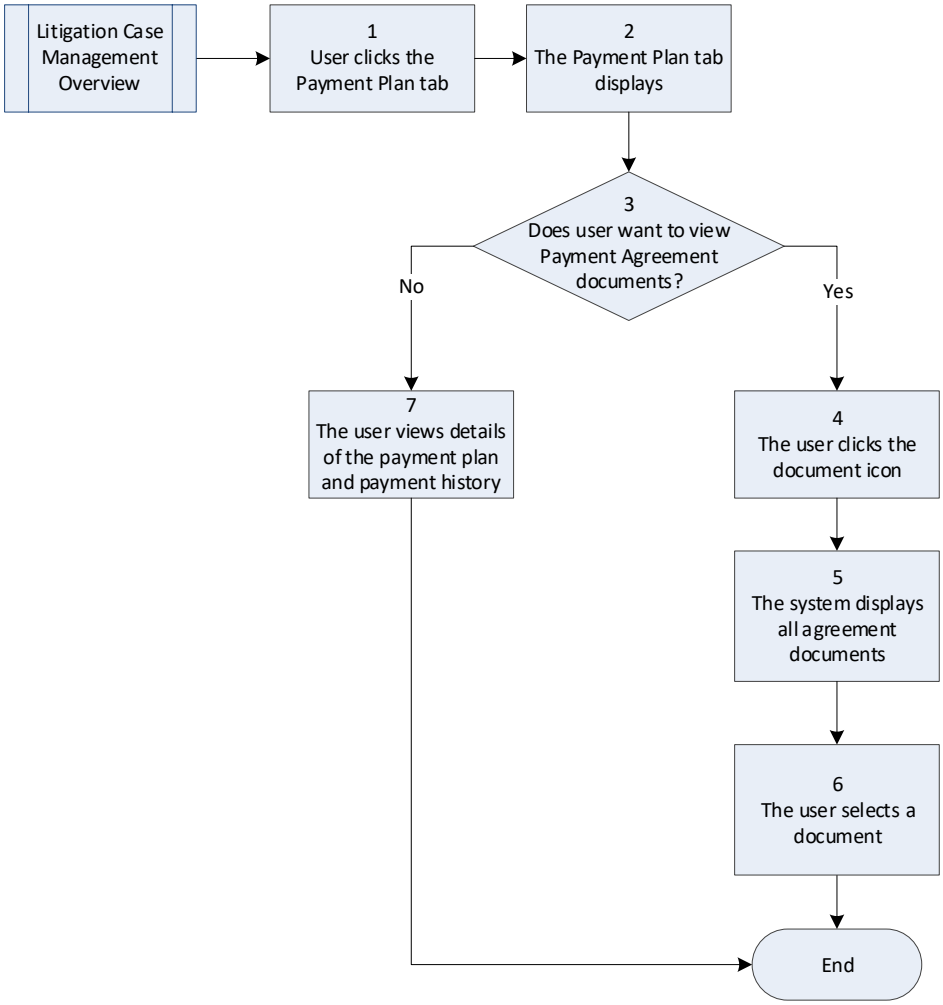

Figure 45: Litigation Case Management Overview — Payment Plan Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.8.1.1. Litigation Case Management Overview — Payment Plan Workflow Description

The Litigation Case Management Overview – Payment Plan workflow description is as follows:

1. The user clicks on the Payment Plan tab from the litigation Case Overview screen.
2. The Payment Plan tab displays.
3. Does the user want to view payment plan agreement documents?
   a. If the user wants to view payment plan agreement documents (Yes), the process goes to step 4.
   b. If the user does not want to view payment plan agreement documents (No), the process goes to step 7.
4. The user clicks the document icon next to Payment Agreement.
5. The system displays all payment plan agreement documents.
6. The user selects a document and clicks view to view the document or download to download and save the document.
7. The user view the details of the payment plan and the payment history. The process ends.

1.6.4.8.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview – Payment Plan.

1.6.4.8.2.1. User Interface

The Payment Plan tab on the Litigation Case Management Overview screen allows the user to manage the payment plan information on a litigation case.

The figure below shows the Litigation Case Management Overview — Payment Plan tab.

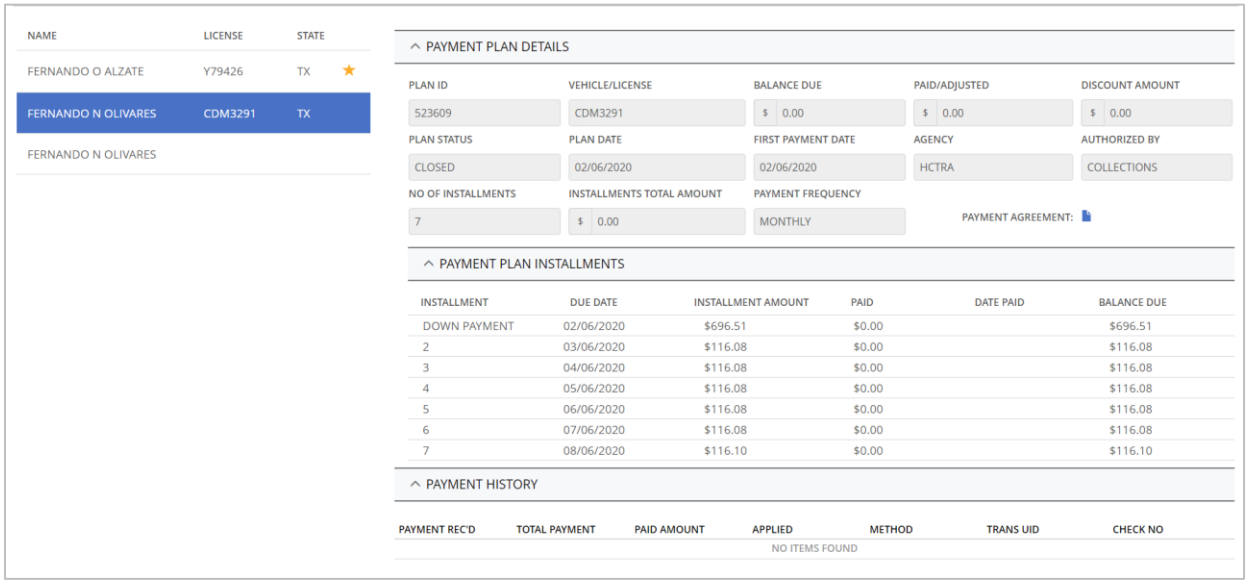

Figure 46: Litigation Case Management Overview Screen — Payment Plan Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management Overview - Payment Plan tab.

Table 51: Litigation Case Management Overview Screen — Payment Plan Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Payment Plan (Tab)	
Screen Description	
The Litigation Case Management Overview - Payment Plan tab allows the user to enter the payment plan information for the litigation case.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables – see Table 34 for details	
Field Definitions	
Name	Displays the name on the payment plan
License	Displays the license plate number of the payment plan
State	Displays the state license plate of the payment plan
Payment Plan Installments	
Installment	Displays the payment plan installment
Due Date	Displays the payment plan installment due date
Installment Amount	Displays the payment plan installment amount
Paid	Indicates the payment was paid
Date Paid	Displays the date the payment plan installment was pad
Balance Due	Displays the balance due on the payment plan
Payment History	
Payment Rec'd	Displays the payment received
Total Payment	Displays the total payment
Paid Amount	Displays the amount paid
Applied	Displays the applied amount
Method	Displays the payment method
Trans UID	Displays the transaction user ID
Check No	Displays the check number

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Fee Type	Displays the fee type
Check Image	Displays the check image
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Payment Agreement icon	Displays the payment agreement
Save	Allows the user to save the updates

When the user clicks the document icon next to Payment Agreement, the system displays all agreement documents associated with the payment plan as shown below.

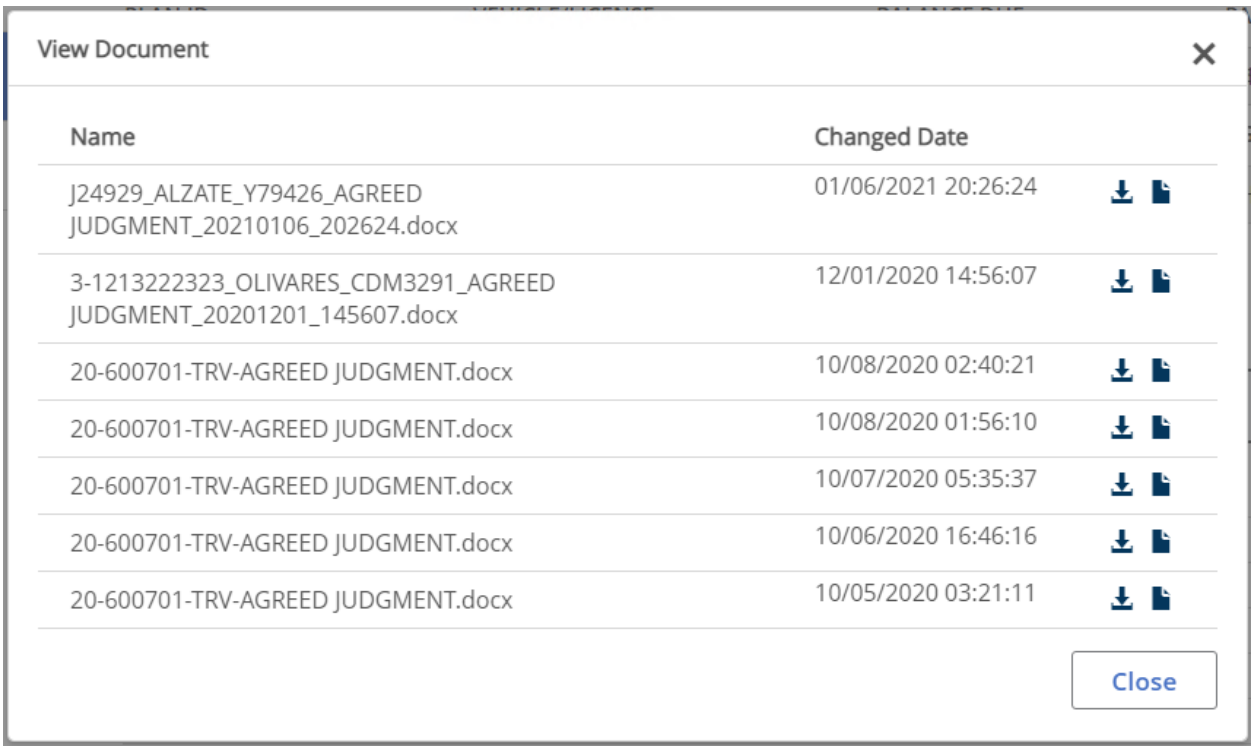

Figure 47: View Document Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The user can view or download the payment agreement. Below is a sample of the payment agreement.

No. 1213222323

HARRIS COUNTY, TEXAS ***Plaintiff***	§ § §	**IN THE COUNTY COURT AT LAW**
v.	§ §	**NUMBER 3 OF**
[redacted] ***Defendants***	§ § § § § §	**HARRIS COUNTY, TEXAS**

AGREED FINAL JUDGMENT

HARRIS COUNTY, TEXAS, Plaintiff herein, complained of **FERNANDO O ALZATE A/K/A** [redacted]S [redacted], Defendants herein. Harris County, Texas and [redacted]Z, announce that a settlement of the issues raised by the suit has been reached. Defendants accept liability for toll road violations as follows:

License Plate Number	Fee Amount	Agreed Judgment Amount
[redacted]	$329.50	$100.00
[redacted]	$329.50	$100.00

IT IS THEREFORE ORDERED AND DECREED:

1. That the Court has jurisdiction of the parties and subject matter.
2. That Defendants [redacted]Z, are indebted to Plaintiff, Harris County, Texas.
3. That the agreement of the parties as reflected herein is the result of arms-length negotiations and that it is in the best interest of the parties if the Court approves this agreement and renders judgment accordingly.

1

Figure 48: Sample Payment Plan Agreement – Page 1

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

4. That Defendants [redacted] **E and** [redacted], agree to make installment payments on the Agreed Judgment Amount as follows:

$200.00	Agreed Judgment Amount
$20.00	Down Payment Due on or before January 14, 2021
$10.00	Monthly Installment Payment Amount
January 14, 2021	First Payment Due
14th of each month	Future Payments Due
H.C.T.R.A.	Payee (for Cashier's Check/Money Order)
HCTRA – Violations P.O. Box 4440 Houston, TX 77210-4440	Mailing Address for Payments
713-701-6000	Payment by Telephone (no later than 5:00 p.m. CST on the date payment is due)

5. That if Defendants [redacted], fail to make timely installment payments as ordered herein, time being of the essence, the full balance claimed in Plaintiff's Original Petition of $0.00, plus attorney's fees in the amount of $1,000.00[1], plus court costs in the amount determined by the Harris County Clerk minus any payments remitted pursuant to this Agreed Judgment, shall immediately become due. Payments made on the Agreed Judgment Amount may first be applied to amounts related to post petition toll violations when calculating the remaining judgment balance.

6. In the event of default, Defendants [redacted] hall pay to the Plaintiff, Harris County, Texas, the remaining balance plus interest thereon at the rate of (5.00%) percent per annum plus any additional court costs accrued by Harris County, Texas due to collecting the judgment balance. In addition, Plaintiff Harris County, Texas may request issuance of a writ of execution and proceed with all post-judgment remedies available pursuant to Texas law.

[1] The attorney's fee amount is associated with the motor vehicles bearing license plate numbers Y79426, and CDM3291 and does not exceed fifteen percent (15%) of the base judgment amount.

2

Figure 49: Sample Payment Plan Agreement – Page 2

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

7. That the parties agree and stipulate that as long as the installment payments ordered above are paid according to the installment plan, Plaintiff Harris County, Texas, shall not: (1) request issuance of an abstract of this judgment; or (2) request issuance of writ of execution or otherwise execute upon this judgment. If, however, Defendants [redacted] fail to meet the agreed obligations by not timely making any of the required installment payments, Plaintiff Harris County, Texas may use any means permitted by law to collect the remaining judgment balance.

8. That all costs of Court be and hereby are taxed against Defendant. Costs of court are determined by the Harris County Clerk and such costs are in addition to the amounts payable to the Harris County Toll Road Authority as set forth above. Defendants [redacted], are responsible for the payment of filing fees and court costs payable directly to the Harris County Clerk at P.O. Box 1525, Houston, Texas 77251-1525.

9. That Harris County is allowed all such writs and processes as may be necessary in the enforcement of this judgment, subject to the express limitations named herein.

10. That all parties heretofore named in any pleadings filed by any party and not included in this judgment are hereby dismissed without prejudice to the right to refile their claims. Any other relief previously requested and not granted herein is expressly denied.

11. That for all of the above recovery, let execution issue. This judgment finally disposes of all parties and all claims.

SIGNED this the _____ day of _____, _____.

_____
JUDGE PRESIDING

3

Figure 50: Sample Payment Plan Agreement – Page 3

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

APPROVED AND AGREED TO:

Harris County Attorney

_____
NHU TRIEU
Assistant County Attorney
Harris County, Texas
TBN: 123456789
1019 Congress Street, 15th Floor
Houston, Texas 77002-1799
ntrieu@etcc.com
(Phone) 999-999-9999
(Fax) 999-999-9999
ATTORNEY FOR PLAINTIFF,
HARRIS COUNTY, TEXAS

_____
Nha Trang 55599-2222
DEFENDANT

_____
NHU TRIEU

ATTORNEY FOR DEFENDANT

4

Figure 51: Sample Payment Plan Agreement – Page 4

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

CERTIFICATE OF LAST KNOWN ADDRESS

I do hereby certify that the address below is the last known address for [redacted] as of January 06, 2021.

[redacted]E
[redacted]
Nha Trang 55599-2222

[redacted]

NHU TRIEU
Assistant County Attorney

5

Figure 52: Sample Payment Plan Agreement – Page 5

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.8.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.8.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview – Payment Plan.

Table 52: Litigation Case Management Overview — Payment Plan Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

1.6.4.8.2.4. Database Objects

The table below lists the database objects to support the Litigation Case Management Overview - Payment Plan functionality.

Table 53: Eligible Case Management — Payment Plan Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.8.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.9. Litigation Case Management Overview — Litigation Fees & Expenses

1.6.4.9.1. Litigation Case Management Overview — Litigation Fees & Expenses Workflow

The figure below illustrates the workflow for Litigation Case Management Overview - Litigation Fees & Expenses.

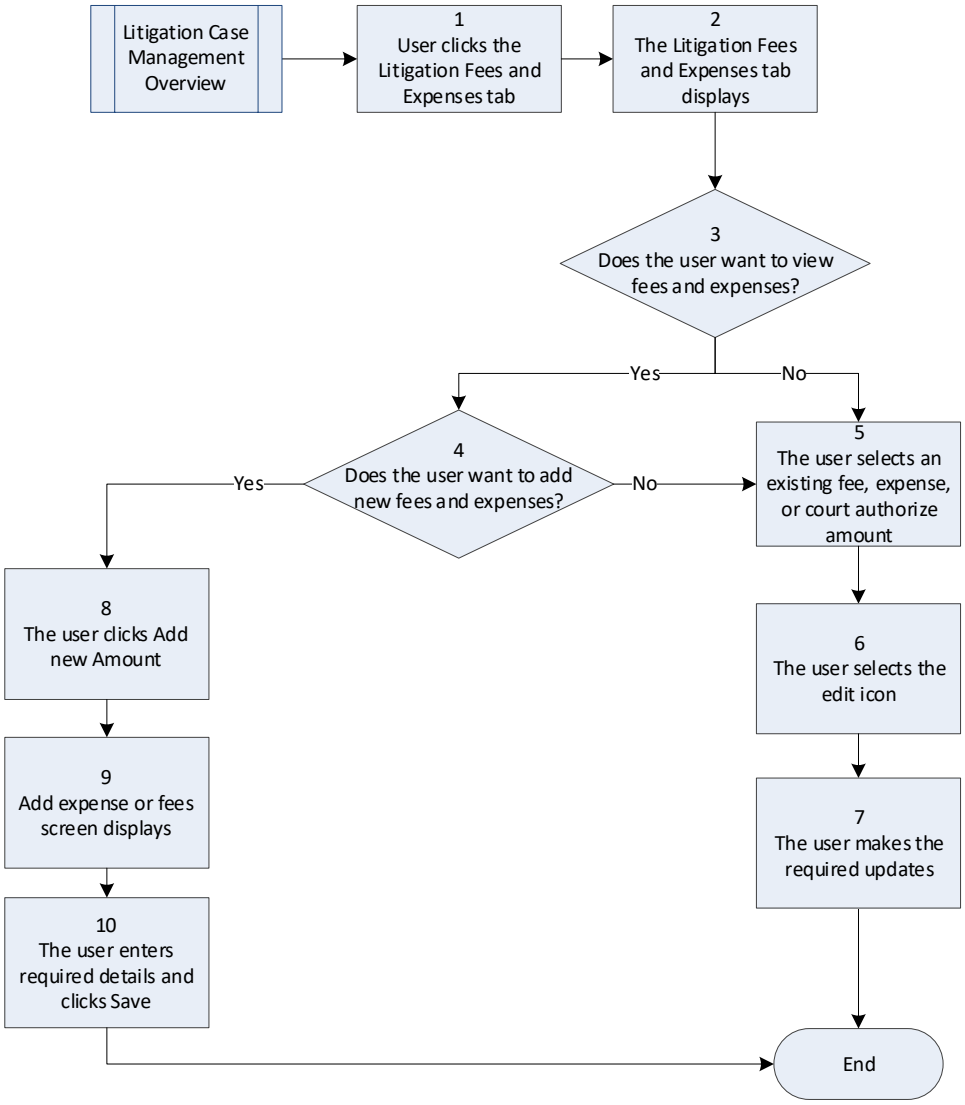

Figure 53: Litigation Case Management Overview — Litigation Fees and Expenses Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.9.1.1. Litigation Case Management Overview — Litigation Fees & Expenses Workflow Description

The Litigation Case Management Overview - Litigation Fees & Expenses workflow description is as follows:

1. The user clicks on the Litigation Fees & Expenses tab from the litigation Case Overview screen.
2. The Litigation Fees & Expenses tab displays.
3. Does the user want to view fees and expenses?
   a. If the user wants to view fees and expenses (Yes), the process goes to step 4.
   b. If the user does not want to view fees and expenses (No), the process goes to step 5.
4. Does the user want to add new fees and expenses?
   a. If the user wants to add new fees and expenses (Yes), the process goes to step 8.
   b. If the user does not want to view fees and expenses (No), the process goes to step 5.
5. The user selects a fee or an expense displayed in one of the below sections.
   - Litigation Fees (not deducted from cc balance)
   - Litigation Expenses (deducted from cc balance)
   - Commissioners Court Authorized Amount
6. The user selects the edit icon. The edit screen displays for the selected fee or expense.
7. The user makes the required updates and clicks Save to save the updates. The process ends.
8. The user clicks Add new Amount.
9. The screen to adda new fee or expense displays.
10. The user enters the required details and clicks Save. The process ends.

1.6.4.9.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview – Litigation Fees & Expenses.

1.6.4.9.2.1. User Interface

The Litigation Fees & Expenses tab on the Litigation Case Management Overview screen allows the user to manage the Litigation Fees & Expenses information on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Litigation Case Management Overview - Litigation Fees & Expenses tab.

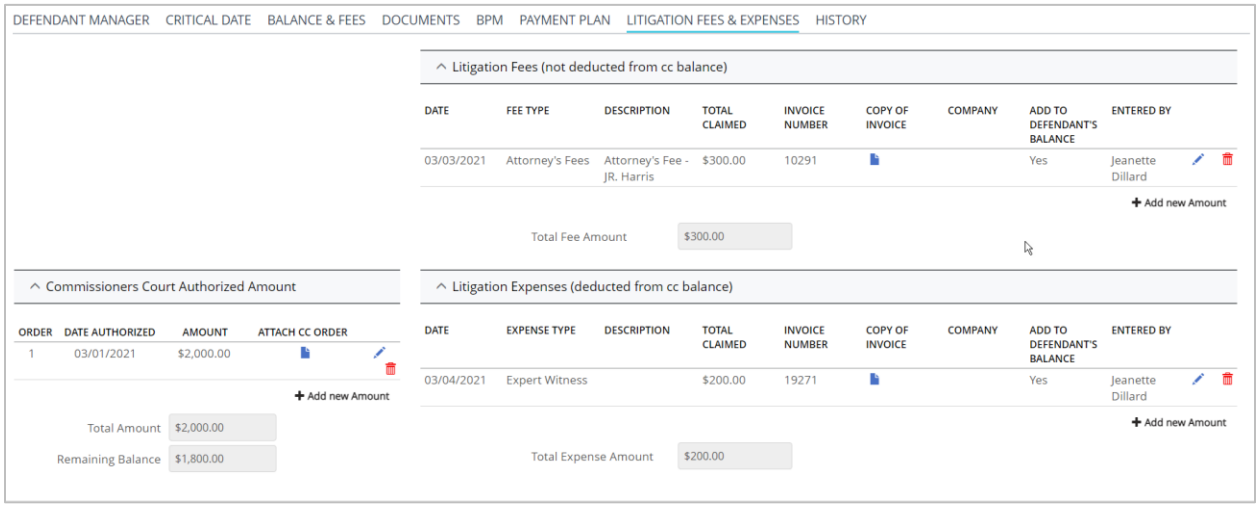

Figure 54: Litigation Case Management Overview Screen — Litigation Fees & Expenses Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Litigation Case Management Overview - Litigation Fees & Expenses tab.

Table 54: Litigation Case Management Overview Screen — Litigation Fees & Expenses Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - Litigation Fees & Expenses (Tab)	
Screen Description	
The Litigation Case Management Overview - Litigation Fees & Expenses tab allows the user to manage the litigation fees and expenses information for the litigation case.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables	
Field Definitions	
Litigation Fees (not deducted from cc balance)	
Date	Displays the date the fee occurred
Fee Type	Displays the type of fee
Description	Displays the description of the fee
Total Claimed	Displays the total amount of fees claimed
Invoice Number	Displays the invoice number
Copy of Invoice	Displays the uploaded invoice
Company	Displays the company name if applicable
Add to Defendant's Balance	Displays the amount to be added to the defendant's balance
Entered By	Displays the name of the person who entered the information
Total Fee Amount	Displays the total amount of fees not deducted from the credit card balance
Commissioners Court Authorized Amount	
Order	Displays the commissioners court order number
Date Authorized	Displays the date the court order was authorized
Amount	Displays the amount of the court order
Attach CC Order	Displays the CC order
Total Amount	Displays the total amount authorized by the commissioners court

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Remaining Balance	Displays the remaining balance
Litigation Expenses (deducted from cc balance)	
Date	Displays the date the expense occurred
Expense Type	Displays the type of expense
Description	Displays the description of the expense
Total Claimed	Displays the total amount of expenses claimed
Invoice Number	Displays the invoice number
Copy of Invoice	Displays the litigation expense invoice
Company	Displays the company name if applicable
Add to Defendant's Balance	Displays the amount to be added to the defendant's balance
Entered By	Displays the name of the person who entered the information
Total Expense Amount	Displays the total amount of expenses to be deducted from the credit card balance
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Add new Amount (Litigation Fees)	Displays the Add Litigation Fees screen for adding fees not deducted from the cc balance
Add new Amount (Commissioners Court Amount)	Displays the Add Commissioners Court Authorized Amount screen for adding a new commissioners court amount
Add new Amount (Litigation Expenses)	Displays the Add Litigation Fees screen for adding a new litigation fee
Save	Allows the user to save the updates

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user clicks the Add New Amount link in the Litigation Fees section of the Litigation Case Management Overview screen, the Add Litigation Fees screen displays.

The figure below shows the Add Litigation Fees screen.

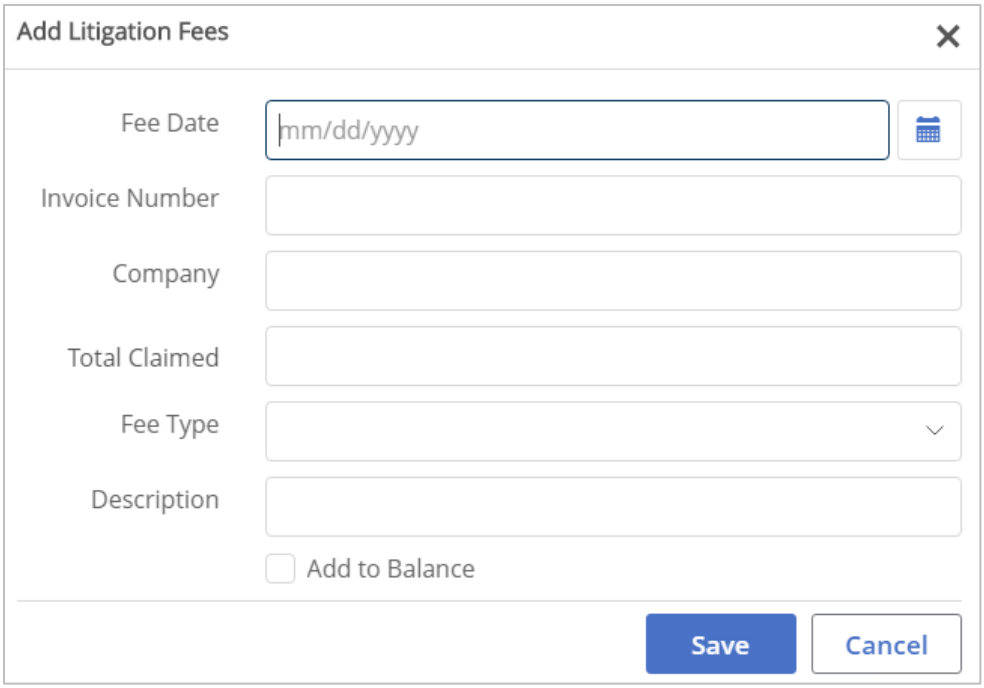

Figure 55: Add Litigation Fees Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The figure below shows the Edit Litigation Fees screen which displays when the user selects an existing litigation fee and clicks the edit icon.

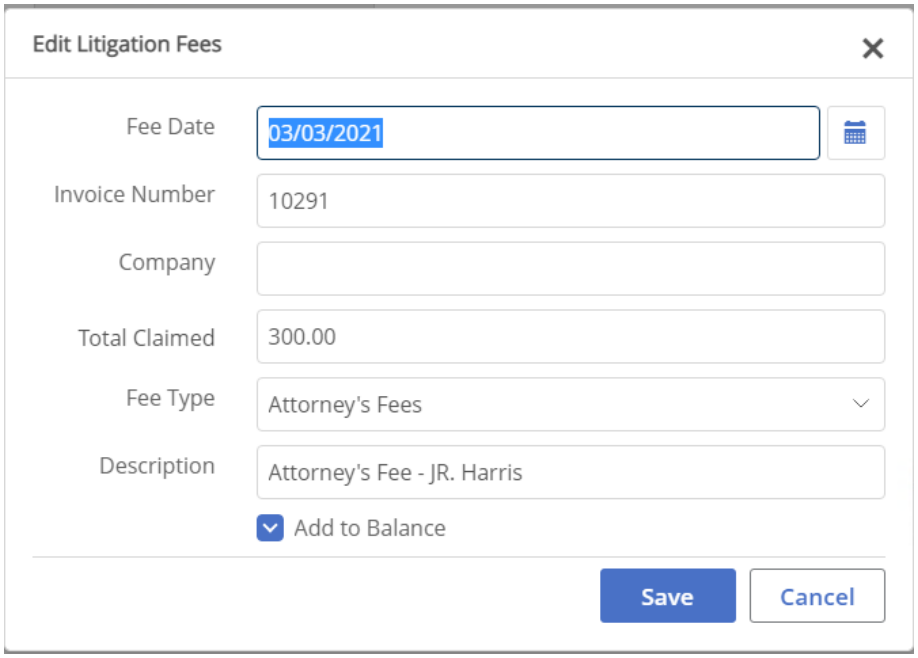

Figure 56: Edit Litigation Fees Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Add Litigation Fees screen.

Table 55: Add Litigation Fees Screen Functional Information

Functional Information	
Screen Name	
Add Litigation Fees	
Screen Description	
The Add Litigation Fees screen allows the user to add litigation fees to the case.	
Navigation From	
Litigation Case Management Overview	
Navigation To	
N/A	
Source Tables	
Field Definitions	
Fee Date	Allows the user to enter the date the fee occurred
Invoice Number	Allows the user to enter the invoice number
Company	Allows the user to enter the name of the company if applicable
Total Claimed	Allows the user to enter the total claimed amount
Fee Type	Allows the user to select/update the type of fee
Description	Allows the user to enter/update the description of the fee type
Add to Balance	Allows the user to indicate if the fee should be added to the balance
Actions/Links	
Save	Allows the user to save the new litigation fee or the updates to the existing litigation fee

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user clicks the Add New Amount link in the Litigation Expenses section of the Litigation Case Management Overview screen, the Add Litigation Expenses screen displays.

The figure below shows the Add Litigation Expenses screen.

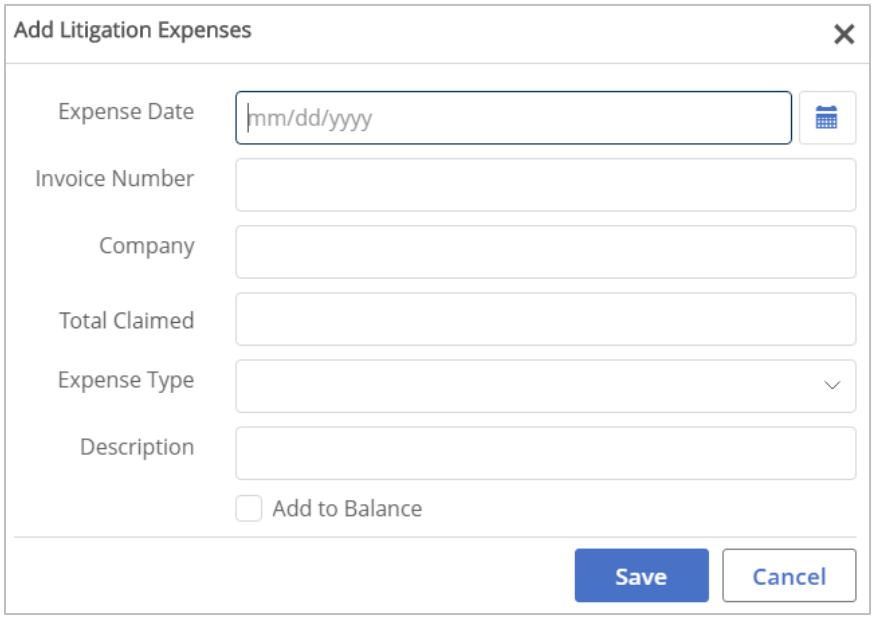

Figure 57: Add Litigation Expenses Screen

When the user selects an existing expense and clicks the edit icon, the Edit Litigation Expenses screen displays as shown below.

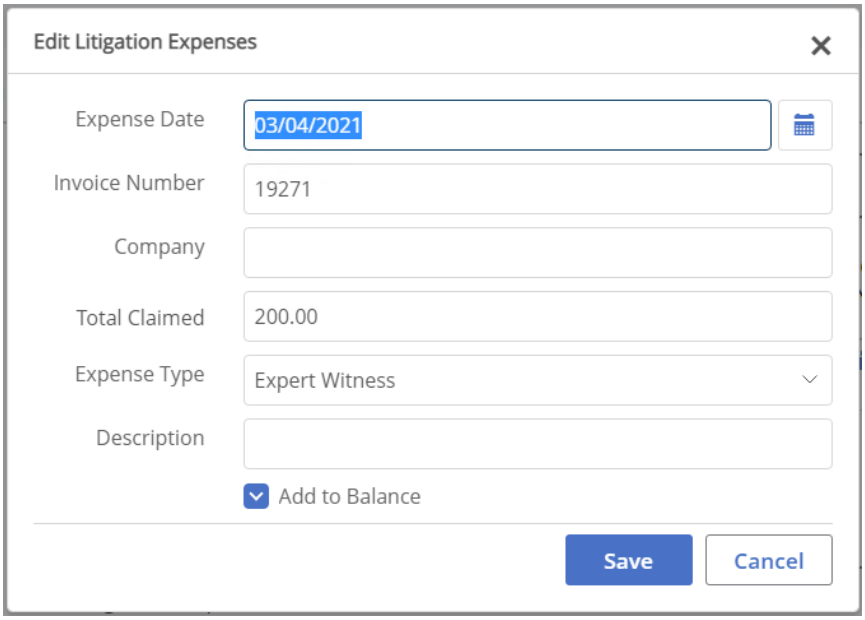

Figure 58: Edit Litigation Expenses Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Add Litigation Expenses screen.

Table 56: Add/Edit Litigation Expenses Screen Functional Information

Functional Information	
Screen Name	
Add Litigation Expenses Edit Litigation Expenses	
Screen Description	
The Add Litigation Expenses screen allows the user to add litigation expenses to the case. The Edit Litigation screen allows the user to edit the litigation expense.	
Navigation From	
Litigation Case Management Overview	
Navigation To	
N/A	
Source Tables	
Field Definitions	
Expense Date	Allows the user to enter/edit the date the fee occurred
Invoice Number	Allows the user to enter/edit the invoice number
Company	Allows the user to enter/edit the name of the company if applicable
Total Claimed	Allows the user to enter/edit the total claimed amount
Expense Type	Allows the user to enter/edit the type of expense
Description	Allows the user to enter/edit the expense type description
Add to Balance	Allows the user to indicate if the expense should be added to the balance
Actions/Links	
Save	Allows the user to save the new litigation expense or updates to the litigation expense.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

When the user clicks the Add New Amount link in the Commissioners Court section of the Litigation Case Management Overview screen, the Add Commissioners Court Authorized Amount screen displays.

The figure below shows the Add Commissioners Court Authorized Amount screen.

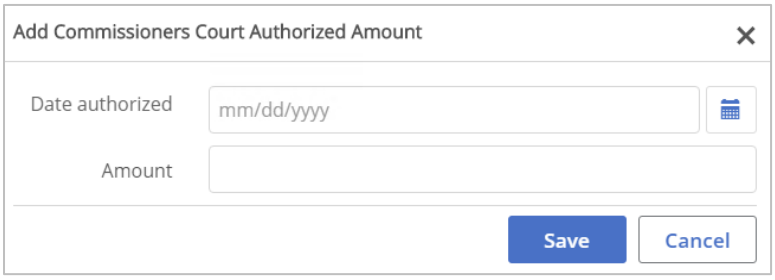

Figure 59: Add Commissioners Court Authorized Amount Screen

When the user selects an existing Commissioners Court Authorized Amount and clicks the edit icon, the Edit Commissioners Court Authorized Amount screen displays as shown below.

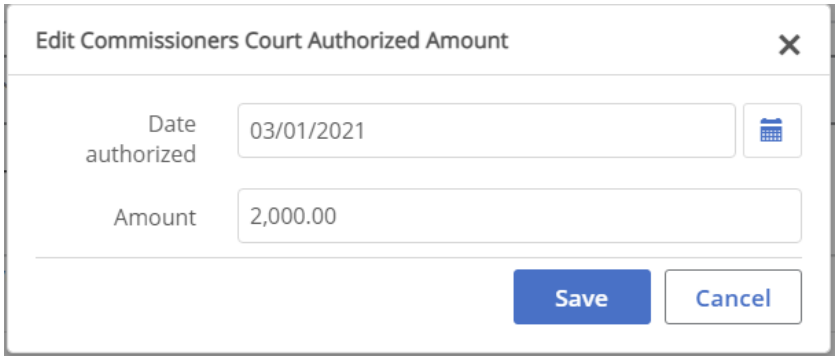

Figure 60: Edit Commissioners Court Authorized Amount Screen

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

The table below contains the functional information for the Add Commissioners Court Authorized Amount screen.

Table 57: Add/Edit Commissioners Court Authorized Amount Screen Functional Information

Functional Information	
Screen Name	
Add Commissioners Court Authorized Amount	
Screen Description	
The Add Commissioners Court Authorized Amount screen allows the user to add an authorized commissioner court amount to the case.	
Navigation From	
Litigation Case Management Overview	
Navigation To	
N/A	
Source Tables – see Table 34 for details	
Field Definitions	
Date authorized	Allows the user to enter the date the approved commissioners court amount was authorized
Amount	Allows the user to enter the amount approved by the commissioners court
Actions/Links	
Save	Allows the user to save the new commissioners court amount

1.6.4.9.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.9.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview – Litigation Fees & Expenses.

Table 58: Litigation Case Management Overview — Litigation Fees & Expenses Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.9.2.4. Database Objects

The table below lists the database objects to support the Litigation Case Management Overview - Litigation Fees & Expenses functionality.

Table 59: Eligible Case Management — Litigation Fees & Expenses Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.9.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

1.6.4.10. Litigation Case Management Overview — History

The History tab on the Litigation Case Management Overview screen allows the user to view the history information on a litigation case.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.10.1. Litigation Case Management Overview — History Workflow

The figure below illustrates the workflow for Litigation Case Management Overview - History.

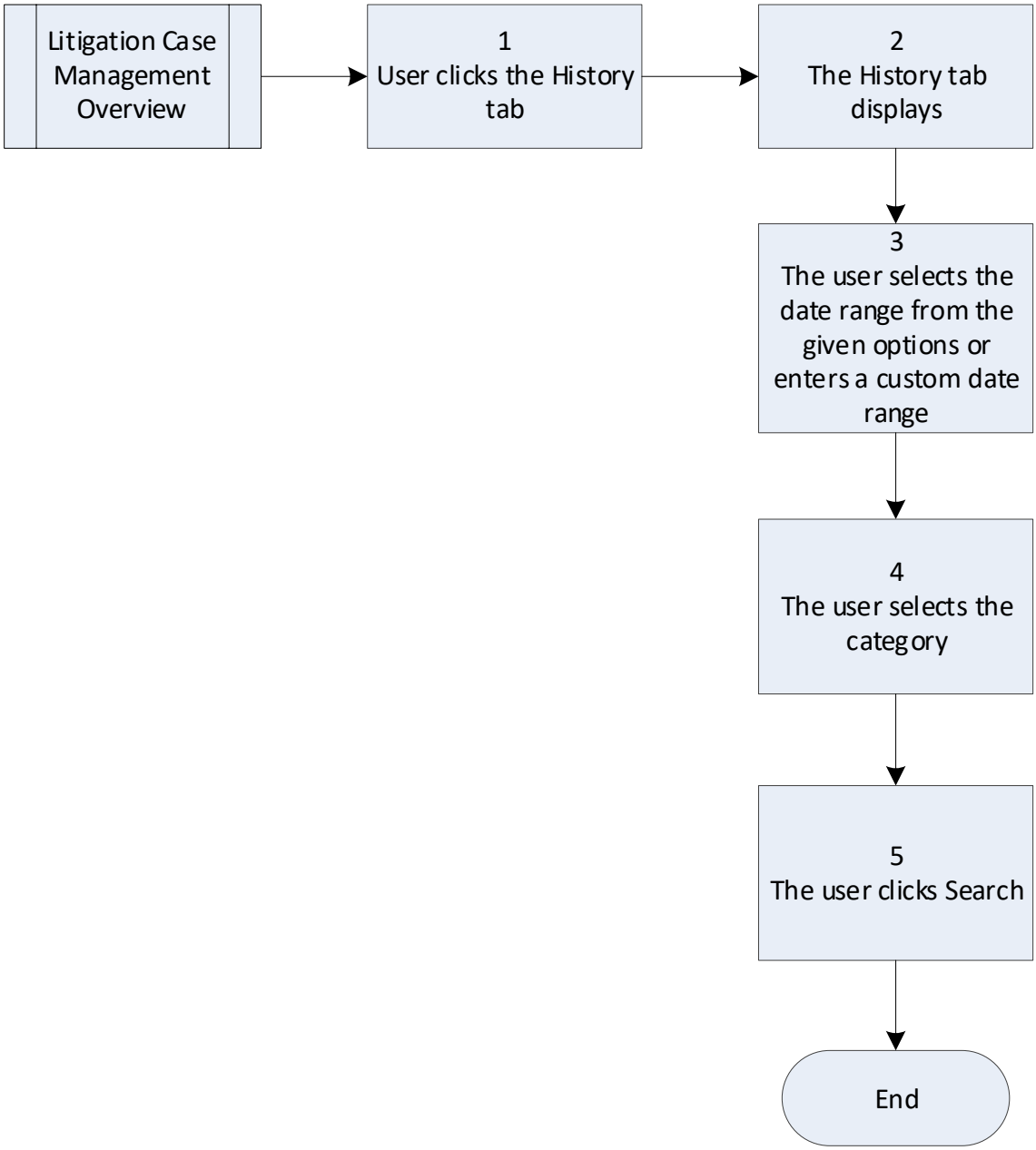

Figure 61: Litigation Case Management Overview — History Workflow

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.10.1.1. Litigation Case Management Overview — History Workflow Description

The Litigation Case Management Overview - History workflow description is as follows:

1. The user clicks on the History tab from the litigation Case Overview screen.
2. The History tab displays.
3. The user selects the date range from the options displayed on the screen or the user can select a custom date range.
4. The user selects the category.
5. The user clicks search and the search results display. The process ends.

1.6.4.10.2. Technical Design

The following section describes the technical design for Litigation Case Management Overview - History.

1.6.4.10.2.1. User Interface

The History tab on the Litigation Case Management Overview screen allows the user to manage the history information on a litigation case.

The figure below shows the Litigation Case Management Overview - History tab.

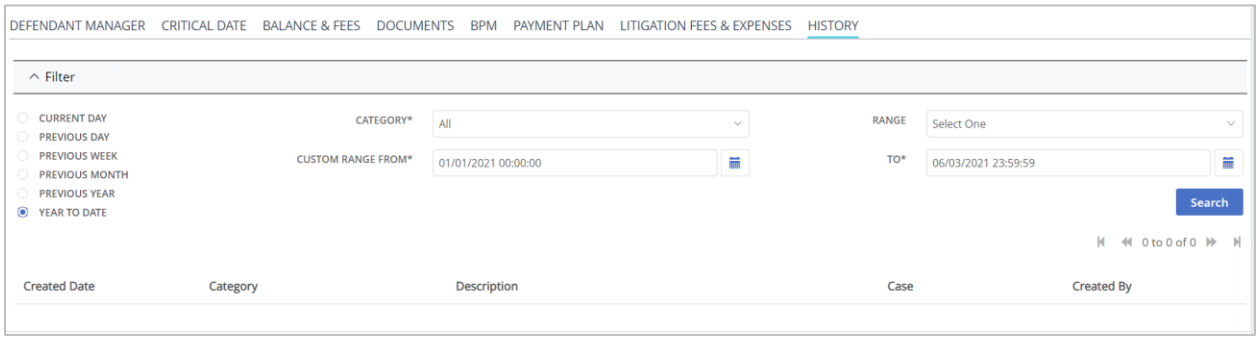

Figure 62: Litigation Case Management Overview Screen — History Tab

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

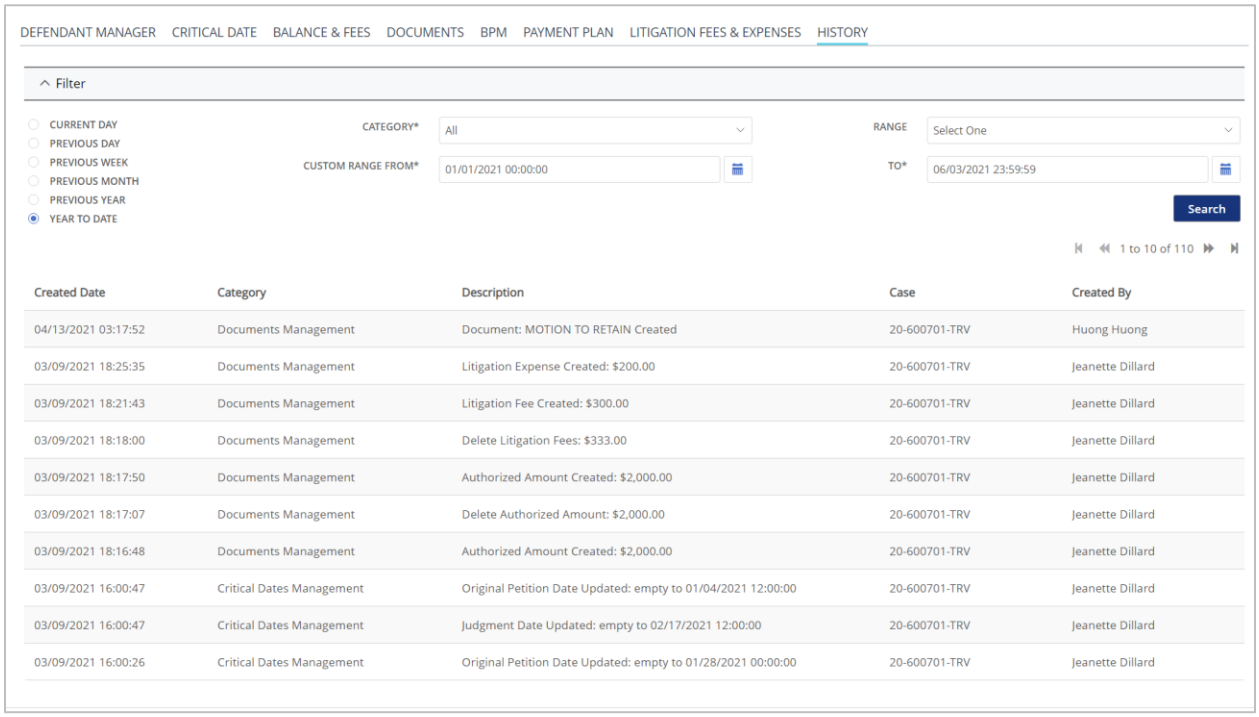

Figure 63: Litigation Case Management Overview Screen — History Search Results

The table below contains the functional information for the Litigation Case Management Overview - History tab.

Table 60: Litigation Case Management Overview Screen — History Tab Functional Information

Functional Information	
Screen Name	
Litigation Case Management Overview - History (Tab)	
Screen Description	
The Litigation Case Management Overview - History tab allows the user to view the history for the litigation case.	
Navigation From	
Case Management > search results Overview icon	
Navigation To	
Case Management	
Source Tables – see Table 34 for details	
Field Definitions	
Filter	
Current Day	Allows the user to select the current day date range
Previous Day	Allows the user to select the previous day date range

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

Functional Information	
Previous Week	Allows the user to select the previous week date range
Previous Month	Allows the user to select the previous month date range
Previous Year	Allows the user to select the previous year date range
Year to Date	Allows the user to select the current year date range
Category	Allows the user to select a Category
Range	Allows the user to select a range
Custom Range From/To	Allows the user to select a custom from and to date range
Filter Results	
Created Date	Displays the created date
Category	Displays the category
Description	Displays the description
Case	Displays the case
Created By	Displays the created by
Actions/Links	
Navigation Bar and Screen Icons	For an explanation of the navigation bar and commonly used screen icons, see Table 1.
Search	Allows the user to initiate the history search
Save	Allows the user to save the updates

1.6.4.10.2.2. Screen Exceptions

This section contains examples of exception messages.

1.6.4.10.2.3. Java Objects

The table below lists the Java objects for Litigation Case Management Overview – History.

Table 61: Litigation Case Management — History Java Objects

Objects	Object Type	Description
mxclientsystem/mxui/mxui.js	Mendix	Used to display the Litigation Case Management Overview screen.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

1.6.4.10.2.4. Database Objects

The table below lists the database objects to support the Litigation Case Management – History functionality.

Table 62: Litigation Case Management Overview — History Database Objects

Object Name	Object Type	Purpose
CASES	Table	Stores the cases that are eligible for litigation and the case data.
INVOICES	Table	Stores BOS invoice information
PERSONS	Table	Stores BOS person information.
VEHICLE_OWNERS	Table	Stores BOS vehicle owner information.
ADDRESSES	Table	Stores the address for vehicle owners.

1.6.4.10.2.5. ER Diagram

Refer to the Diagram Table Key document for the system-oriented entity relationship diagrams associated with this functionality.

Copyright © 2024 Proprietary and Confidential – All Rights Reserved

rite

Copyright © 2024 Proprietary and Confidential – All Rights Reserved