

## FILL THE GAP (FTG) APPLICATION

### A. APPLICANT INFORMATION

1. COURT NAME: GILA COUNTY SUPERIOR COURT

2. CONTACT PERSON: JON BEARUP

3. TITLE: DEPUTY COURT ADMINISTRATOR

4. ADDRESS (STREET, CITY, STATE, ZIP): 1400 E. ASH ST / GLOBE, AZ / 85501

5. PHONE: 928 402 8672

6. FAX: 928 425 3605

7. E-MAIL ADDRESS:

JBEARUP@COURTS.AZ.GOV

### B. BUDGET INFORMATION

8. PROJECT TITLE: "DISCONNECTED SCANNING ASSISTANCE FOR GILA COUNTY L.J. COURTS"

9. BEGIN DATE: SEPTEMBER 1, 2014

END DATE: JUNE 30, 2015

10. AMOUNT STATE FTG REQUESTED:  
\$ 3,750.00

AMOUNT LOCAL FTG REQUESTED:  
\$

LOCAL BALANCE  
(COURT PORTION):

\$

AS OF:

(CERTIFIED BY LOCAL FINANCE)

11. OTHER ACTIVE APPROVED GRANTS FOR FTG (STATE \$ AMOUNT):

12.  NEW REQUEST

CONTINUE PROJECT – TIME & \$

CONTINUE PROJECT – ADDITIONAL STAFF

GPT #

EXTEND PROJECT  
MORE TIME

NO ADDITIONAL FUNDS

GPT #

### C. PROJECT INFORMATION

13. DESCRIPTION OF PROJECT PLAN.

THE GILA COUNTY SUPERIOR COURT PROPOSES TO AID THE VARIOUS LIMITED JURISDICTION COURTS WITHIN THE COUNTY TO ENABLE THOSE CONSTITUENT COURTS TO PARTICIPATE IN THE DISCONNECTED SCANNING PROGRAM. CONTACTS WITH AOC STAFF HAVE INDICATED THAT AJACS WILL BE PILOTED (IN APACHE JUNCTION) THIS YEAR; ROLLOUT IS ANTICIPATED WITHIN THE NEXT TWO YEARS (2015-2016).

THE LIMITED JURISDICTION COURTS OF GILA COUNTY CONSIST OF: THE HAYDEN MAGISTRATE COURT, THE WINKELMAN MUNICIPAL COURT, THE GLOBE MAGISTRATE COURT, THE GLOBE REGIONAL JUSTICE COURT (INCLUDING THE MIAMI MAGISTRATE COURT) AND THE PAYSON REGIONAL JUSTICE COURT (INCLUDING THE PAYSON MAGISTRATE COURT AND THE STAR VALLEY MAGISTRATE COURT).

PARTICIPATION IN THE PROGRAM 1) WOULD FACILITATE CRIMINAL CASE PROCESSING BY EASING THE TRANSITION TO THE NEW CASE MANAGEMENT SYSTEM, AJACS, UPON ITS IMPLEMENTATION AT THE LIMITED JURISDICTION LEVEL; 2) ALLOW FOR EXPEDITED CONVERSION OF EXISTING ELECTRONIC CRIMINAL RECORDS IN THE CURRENT SYSTEM, AZTEC, TO THE NEW AJACS SYSTEM; AND 3) ASSIST COURTS AS THEY PREPARE /SCAN / DIGITIZE THOSE CRIMINAL CASE RECORDS THAT WILL REQUIRE TRANSFER.

SOME GILA COUNTY LAW ENFORCEMENT AGENCIES CURRENTLY UTILIZE ELECTRONIC CITATION FILING; OTHERS WILL BE ENCOURAGED TO DO SO – AS OF THIS DATE, ONLY LOCAL D.P.S. AND THE GILA COUNTY SHERIFF’S OFFICE “E-CITE”; PAYSON P.D. IS EXPECTED TO FOLLOW SHORTLY. WITH THE EMPLOYMENT OF DIGITAL IMAGING SYSTEMS AT THE COURTS, SOME LEVEL OF INTEGRATION MAY BE POSSIBLE.

THE ONLY COST ASSOCIATED WITH THE PROGRAM IS A SEVEN HUNDRED AND FIFTY DOLLAR (\$750) ANNUAL SUBSCRIPTION PER COURT FOR THE SCANNER AND SOFTWARE LICENSING. IF FUNDING TO OFFSET THIS PROGRAM COST CAN BE OBTAINED, THE GILA COUNTY LIMITED JURISDICTION COURTS HAVE COMMITTED TO PROCEED WITH DISCONNECTED SCANNING IN PREPARATION FOR AJACS IMPLEMENTATION.

**14. DESCRIBE THE NEED FOR THIS PROJECT AND HOW THE EXPENDITURE OF THESE MONIES WILL ADDRESS THE NEED.**

THE CONVERSION TO AJACS, WITH ITS DOCUMENT IMAGING APPLICATIONS, COULD REQUIRE A GREAT DEGREE OF “BACK SCANNING” TO ENTER DIGITAL IMAGES OF EXISTING, OPEN CASES INTO THE NEW CASE MANAGEMENT SYSTEM. IT IS THE INTENTION OF THE GILA COUNTY SUPERIOR COURT TO PREEMPT THIS POTENTIAL DEMAND ON LABOR AND RESOURCES. OUR GOAL WOULD BE FOR THE L.J. COURTS TO HAVE 60% - 80% OF OPEN CASES SCANNED PRIOR TO CONVERSION TO AVOID THE PRESSURES OF A COMPRESSED SCANNING SCHEDULE.

DUE TO THE LIMITED RESOURCES AVAILABLE IN THE SOUTHERN GILA COUNTY MUNICIPALITIES INVOLVED, AND, GIVEN THE BUDGETARY ENVIRONMENT AT THE COUNTY LEVEL, THE GILA COUNTY SUPERIOR COURT WILL REQUEST FUNDING TO OFFSET THE DEVICE FEES ASSOCIATED WITH THE DISCONNECTED SCANNING PROGRAM. WITHOUT SUCH AID, THE PARTICIPATION OF MOST OF THESE COURTS IS UNLIKELY.

ADDITIONALLY, COURT BUSINESS OPERATIONS, AND PARTICULARLY CRIMINAL CASE PROCEDURES, WILL HAVE SUFFICIENT TIME TO BE ADJUSTED AND REFINED; SPECIFIC PROCESSES ASSOCIATED WITH A DIGITAL CASE FILE (RETRIEVAL, RETENTION, ETC.) WILL NEED TO BE DEVELOPED.

IT IS ANTICIPATED THAT A SIGNIFICANT AMOUNT OF “CLEAN UP” WORK IN THE CURRENT AZTEC SYSTEM WILL BE REQUIRED IN ORDER TO CONVERT SMOOTHLY. IF THE LIMITED JURISDICTION COURTS OF GILA COUNTY ARE ABLE TO PROACTIVELY BEGIN SCANNING, THE IMPACT OF CONVERSION IS SOMEWHAT LESSENED.

**15. LIST THE PROJECT’S PERFORMANCE MEASURES.**

1. EVERY THREE MONTHS, TRACK THE NUMBER OF STAFF MEMBERS, IN EACH COURT, TRAINED ON SCANNING. HAYDEN, WINKELMAN, AND GLOBE MAGISTRATE ONLY HAVE ONE SUPPORT STAFF MEMBER; HOWEVER, THE JUSTICE COURTS ARE LARGER. ONE COULD GAUGE THE DIFFUSION OF THE SCANNING PROCESS AND IDENTIFY AREAS WHERE ADDITIONAL TRAINING MAY BE NEEDED BY THE NUMBER OF EMPLOYEES ACTIVELY SCANNING.
2. NUMBER OR PERCENTAGE OF FILES SCANNED; EACH COURT WILL HAVE A MEANS OF IDENTIFYING A SCANNED FILE AND AN AUDIT MAY BE CONDUCTED TO COMPUTE THE PERCENTAGE. THERE MAY ALSO BE AN ELECTRONIC METHOD OF TRACKING THE EXACT NUMBER OF SCANNED DOCUMENTS.
3. REGULAR COMMUNICATIONS WITH CONSTITUENT COURTS TO OBTAIN UPDATES ON PROGRESS, IDENTIFY ISSUES, AND STAY ABREAST OF POTENTIAL PROBLEMS WITH QUARTERLY MEMOS TO THE PRESIDING JUDGE.

<b>D. BUDGET (SUPERIOR COURT) (SEE ATTACHMENT FOR COMPLETE BREAKDOWN OF PROPOSED EXPENDITURE).</b>		
PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT	\$	_____
COMPUTER EQUIPMENT	\$	<b>3750.00</b>
<b>TOTAL</b>	<b>\$</b>	<b>3750.00</b>
PLEASE ENTER THE PORTION IN SECTION D. TOTAL THAT WAS PREVIOUSLY FUNDED BY LOCAL OR COUNTY FUNDS PRIOR TO 7/1/09. (SESSION LAW H.B. 2010, SUSPENDING A.R.S. 12-102.02 AND 12-102.03)		\$ _____

<b>E. BUDGET (CLERK OF THE COURT)</b>		
PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT/FURNITURE	\$	_____
COMPUTER EQUIPMENT	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____
PLEASE ENTER THE PORTION IN SECTION D. TOTAL THAT WAS PREVIOUSLY FUNDED BY LOCAL OR COUNTY FUNDS PRIOR TO 7/1/09. (SESSION LAW H.B. 2010, SUSPENDING A.R.S. 12-102.02 AND 12-102.03)		
	\$	_____

<b>F. BUDGET (JUSTICE COURT)</b>		
PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT	\$	_____
COMPUTER EQUIPMENT	\$	_____
<b>TOTAL</b>	<b>\$</b>	_____
PLEASE ENTER THE PORTION IN SECTION D. TOTAL THAT WAS PREVIOUSLY FUNDED BY LOCAL OR COUNTY FUNDS PRIOR TO 7/1/09. (SESSION LAW H.B. 2010, SUSPENDING A.R.S. 12-102.02 AND 12-102.03)		
	\$	_____

**G. PERSONNEL EXPENDITURE DETAIL**

**SUPERIOR COURT**

Number of Positions	Position Description (use additional sheets if necessary)	Salary Amount (Include ERE)
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total</b>		\$





**H. EQUIPMENT EXPENDITURE DETAIL**

**SUPERIOR COURT**

<b>Type of Equipment</b>	<b>Amount</b>
Scanner – Hayden Magistrate Court (ACAP Device Fee)	\$ 750.00
Scanner – Winkelman Municipal Court (ACAP Device Fee)	\$ 750.00
Scanner – Globe Magistrate Court (ACAP Device Fee)	\$ 750.00
Scanner – Globe Regional Justice Court / Miami Magistrate Court (ACAP Device Fee)	\$ 750.00
Scanner – Payson Regional Justice Court / Payson Magistrate Court / Star Valley Magistrate Court (ACAP Device Fee)	\$ 750.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total</b>	<b>\$ 3750.00</b>





**I. SIGNATURES OF SUBMITTING PARTIES**

AGREE  
 DISAGREE (ATTACH EXPLANATION)

AGREE  
 DISAGREE (ATTACH EXPLANATION)

  
\_\_\_\_\_  
PRESIDING JUDGE SUPERIOR COURT      DATE      7-22-14

\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS      DATE

  
\_\_\_\_\_  
PLEASE PRINT NAME

\_\_\_\_\_  
PLEASE PRINT NAME

AGREE  
 DISAGREE (ATTACH EXPLANATION)

AGREE  
 DISAGREE (ATTACH EXPLANATION)

  
\_\_\_\_\_  
CLERK OF THE SUPERIOR COURT      DATE      7-17-14

  
\_\_\_\_\_  
PRESIDING JUSTICE OF THE PEACE      DATE      7-16-14

  
\_\_\_\_\_  
PLEASE PRINT NAME

  
\_\_\_\_\_  
PLEASE PRINT NAME

**RETURN COMPLETE APPLICATION AND SEND TO:  
JERRI MEDINA, GRANT SPECIALIST  
COURT SERVICES DIVISION  
ADMINISTRATIVE OFFICE OF THE COURTS  
1501 W. WASHINGTON, SUITE 410  
PHOENIX, AZ 85007**