

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: NOVEMBER 1, 2015

END DATE: JUNE 30, 2016

10. AMOUNT STATE FTG REQUESTED:
\$ 3750.00

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

EXTEND PROJECT
MORE TIME

NO ADDITIONAL FUNDS

GPT #

GPT #

C. PROJECT INFORMATION

13. DESCRIPTION OF PROJECT PLAN.

THE GILA COUNTY SUPERIOR COURT PROPOSES TO CONTINUE THE FINANCIAL AID TO THE VARIOUS LIMITED JURISDICTION COURTS WITHIN THE COUNTY WHICH ALLOWS THOSE CONSTITUENT COURTS TO PARTICIPATE IN THE DISCONNECTED SCANNING PROGRAM. LIMITED JURISDICTION AJACS IS CURRENTLY BEING PILOTED IN THE APACHE JUNCTION JUSTICE COURT AND PARTICIPATION IN DISCONNECTED SCANNING ALLOWS GILA'S LIMITED JURISDICTION COURTS TO PREPARE FOR DIGITAL CASE MANAGEMENT.

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).

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

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. **REGULAR PROGRESS REPORTING: COURT ADMINISTRATION WILL COMMUNICATE WITH THE VARIOUS LIMITED JURISDICTION COURTS TO OBTAIN INFORMATION REGARDING THE PROGRESS OF THE SCANNING PROGRAM. THESE REPORTS WILL BE DETAILED TO TRACK AND RECORD THE OVERALL IMPACT TO CRIMINAL CASE PROCESSING AS IT RELATES TO THE TRANSACTION OF COURT BUSINESS (I.E. THE TRANSITION FROM CONVENTIONAL FILE MANAGEMENT TO DIGITAL DOCUMENT MANAGEMENT) AND "AREAS OF PROGRESS" AND "OPPORTUNITIES FOR IMPROVEMENT".**
2. **RECORD THE NUMBER OF STAFF MEMBERS TRAINED TO SCAN: THIS PERFORMANCE MEASURE WILL BE DESCRIBED IN A SIMPLE FRACTIONAL FUNCTION – NUMBER OF TRAINED STAFF / NUMBER OF TOTAL STAFF. THE RATIO WILL INDICATE THE DIFFUSION OF THE SCANNING PROCEDURE THROUGHOUT THE VARIOUS COURTS.**

D. BUDGET (SUPERIOR COURT) (SEE ATTACHMENT FOR COMPLETE BREAKDOWN OF PROPOSED EXPENDITURE)

PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT	\$	_____
COMPUTER EQUIPMENT	\$	3750.00
TOTAL	\$	3750.00

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)

\$ _____

E. BUDGET (CLERK OF THE COURT)		
PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT/FURNITURE	\$	_____
COMPUTER EQUIPMENT	\$	_____
TOTAL	\$	_____
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)		\$ _____

F. BUDGET (JUSTICE COURT)		
PERSONNEL	\$	_____
PROFESSIONAL SERVICES	\$	_____
TRAVEL	\$	_____
OTHER OPERATING	\$	_____
OFFICE EQUIPMENT	\$	_____
COMPUTER EQUIPMENT	\$	_____
TOTAL	\$	_____
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)		\$ _____

H. EQUIPMENT EXPENDITURE DETAIL

SUPERIOR COURT

Type of Equipment	Amount
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
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	\$
Total	\$

