



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

Phase II

**Planning Assistance for a
Court-Wide Information System
in the St. Louis, Missouri Circuit Court**

TECHNICAL ASSISTANCE REPORT



Bureau of Justice Assistance

CRIMINAL COURTS TECHNICAL ASSISTANCE PROJECT

A Joint Program of the Bureau of Justice Assistance, U.S. Department of Justice, and
American University School of Public Affairs

ADJUDICATION TECHNICAL ASSISTANCE PROJECT
Technical Assistance Assignment No. 131

Phase II

**Planning Assistance for a
Court-Wide Information System
in the St. Louis, Missouri Circuit Court**

Interim Report

August 1988

Consultants:

**Philip Braxton
James Lynch**

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ASSIGNMENT DATA SHEET

Technical Assistance No.: 131 (Phase II)
Requesting Jurisdiction: St. Louis, Missouri
Requesting Agency: Missouri Circuit Court
Requesting Official: Stanley D. Brown, Court Administrator
Dates of On-Site Study: June 23-24, 1988 (initial site study: to be followed-up by a site study August 15 - 19, 1988)
Consultants Assigned: Philip Braxton
James Lynch
Central Focus of Study: Automated Management Information System Needs

This report was prepared in conjunction with the EMT Adjudication Technical Assistance Project, under a Cooperative Agreement with the Bureau of Justice Assistance of the U.S. Department of Justice.

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I. INTRODUCTION

A. Study Background

In follow-up to the recommendations submitted in the problem definition report prepared by BJA's Adjudication Technical Assistance Project (ATAP) at the EMT Group, Inc in November, 1987 (See Assignment No. 101), the ATAP has been working with the St. Louis, Missouri Circuit Court to plan for automation system needs. During the February - June, 1988 period, juror management system requirements were addressed (See "Requirements for an Automated Jury Management System for the City of St. Louis Juror Commissioner's Office"; TA Assignment No. 131, Phase I). Independent of the automated jury management system that is developed technical assistance is also being provided to assist the Court in the planning tasks which should be considered in developing a court-wide automated Management Information System (MIS) for the St. Louis City Circuit Court. In view of the extensive effort required to address these tasks the Court has agreed to cost-share with the ATAP the expenses incurred to provide this technical assistance.

B. Study Methodology

The consultants assigned to conduct this study are Philip Braxton, Computer Systems Administrator for the District of Columbia Superior Court and James Lynch, Deputy Executive Director for the Courts of the District of Columbia. These consultants also provided the technical assistance relating to the Juror Management System development.

In late June, the consultants conducted a two-day site visit to St. Louis to begin to meet with Court officials to plan an approach for developing a court-wide Management Information System and to identify the requirements for such a system. While on site, they met with the following individuals:

Judge Thomas C. Mummert III

Stanley Brown, Circuit Court Administrator

Patricia Scott, Jury Commissioner

Carolyn Steidley, Data Processing Director for the State Court
Administrator's Office

Kay Leonard, Clerk of the Courts Office

Darlene Greene, Clerk of the Courts Office

Paul W. Newhouse, Regional Information System (REGIS)

Tom Tetrault, Juvenile Detention Center

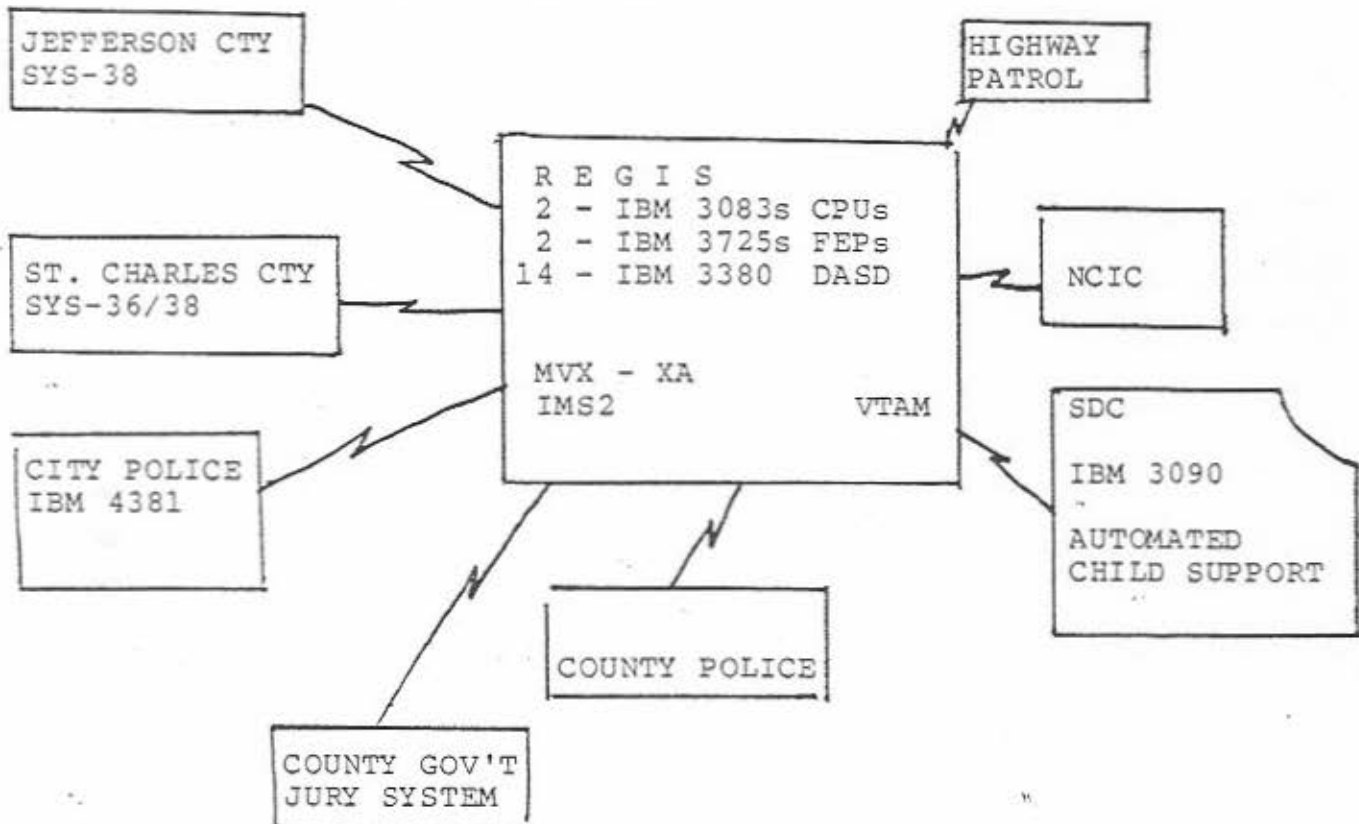
II. FINDINGS

A. Regional Information System (REGIS) Site Visit

The consultants met with Mr. Paul Newhouse, General Manager of the Regional Information System to determine the current role REGIS plays as well as to discuss issues regarding the interfacing of any future computer system in the St. Louis City Court with REGIS.

The REGIS briefing provided insight into the support role REGIS serves and the capabilities of the REGIS staff to meet, in a timely manner, the requirements of the City Circuit Court.

The following schematic illustrates the REGIS role and shows some of the hardware/software currently running on REGIS.



The consultants came away from the REGIS presentation with the feeling that REGIS could support the St. Louis City Circuit Court but that they have a "full" agenda with the planned migration of existing application data bases to DB2 from the IMS data base management system. The REGIS data center is well staffed but currently in the middle of a major conversion effort to the DB2 Data Base Management System. REGIS

does not appear to have the resources at the present time to support the development of an information system for the Court.

B. Civil Clerks Office Overview

During an earlier site visit in February, 1988 the consultants talked with Ms. Kathy Grillo of the Civil Clerks Office concerning payments of Jurors as it related to the automation of the Jury Commissioner's Office. During this visit, they wanted to learn more about the hardware/software mix within the Civil Clerks Office and how this hardware would related to any proposed court-wide system, as well as, its current interface with REGIS.

They met with Ms. Kay Leonard and Ms. Darlene Greene. The Civil Clerks Office is supported by an IBM System 36, with an older IBM System 32 being used for jury check printing. The system 36 is tied to REGIS and support the following functions:

- Accounting (Refund Check)
- Office Automation
- General Ledger
- REGIS Access (Dissolution)
- TCIS Access (Criminal and Civil Cases)

Much of the software being developed for use on the System 36 is by contractor and it is not fully operational.

C. Juvenile Detention Center

A wrap-up meeting was held at the Juvenile Detention Center with Mr. Tom Tetrault giving an overview of the current hardware, software and future development plans. The Detention Center data bases are all IMS data bases located on the REGIS computers. The major data bases were identified as containing REFERRAL DATA, DETENTION DATA and COURT DATA. Any software development taking place at the Detention Center is accomplished using DBASE III plus on an IBM PS/2 Model 60. The following hardware is currently installed in the Juvenile Detention Center:

<u>Equipment</u>	<u>Quantity</u>
IBM PS/2 Model 30	8
IBM PS/2 Model 60	1
IBM PC-AT	5
IBM PC-XT	2
Olympia (Printers)	4

Mr. Tetrault provided a rather lengthy list of software development requirements (wish list) received from the Juvenile Detention Center management staff. The requirements represent years of development given the limited DP staff at the Center.

D. Court Automation Support

The Court is moving ahead with its efforts to recruit a career data processing professional for his office. The lack of in-house data processing expertise has been one of the major obstacles to the successful implementation of automated systems in the St. Louis City Circuit Court. A new data processing staff person should be on board shortly.

III. RECOMMENDATIONS

A. Court-wide Management Information System (MIS)

It is recommended that a MIS Implementation Team be established under the Direction of the Court Administrator with the in-house Data Processing person as "chair". This committee would begin to put together a requirements document to be a part of an RFP for the development of a court-wide MIS for the City Circuit Court. It may be feasible to issue an RFP for hardware in concert with this software RFP.

B. Further Study Required

The requirements for a court-wide management information system for the City Circuit Court have only begun to be defined. More time will be needed to identify management requirements before an RFP can be developed for this system. It is to this end, that the consultant will return to St. Louis during the week of August 15, 1988.