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County Name Circuit Court Pre-Assessment Survey	Category AOC		Target AOC PM	

ARKANSAS SUPREME COURT  
ADMINISTRATIVE OFFICE OF THE COURTS



**County Name** Circuit Court Pre-Assessment Survey

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**AOC Contexte System**

**Document Draft Date:**

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Document Revision History

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## 1 Court Information

Court Name	
City	
County	

## 2 Primary Contact Persons

List the name of the person who will serve as primary contact for the duration of the project.

	Name & Job Title	Address, City, & County	Work Phone	Fax
Circuit Clerk				
County Clerk				
Juvenile Office				

## 3 Funding – Circuit Clerk’s Office

Question	Answer	Comments
Do you have funds available for potential hardware/software purchases or upgrades?		
Describe the approval process for court technology expenditures.		
Does your court permit payment of fines over a period of time?		
What is the current balance of the court automation fund?	\$	
Do you have a budget to pay staff for overtime?		

## 4 Accounting – Circuit Clerk’s Office

Question	Answer	Comments
Who receipts your filing fees?		
Do you use a software application to receipt these fees?		
What is the name of the accounting system?		
What is the name of the accounting vendor?		
Vendor’s primary contact person name and phone #?		
Are you interested in receipting these fees in Contexte?		
Who receipts fines and restitution for your court?		

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## 5 Child Support Processing – Circuit Clerk’s Office

Question	Answer	Comments
Do you process pass-thru child support payments?		
Do you collect child support dollars and pay the recipient out of court funds?		

## 6 Funding – County Clerk’s Office

Question	Answer	Comments
Do you have funds available for potential hardware/software purchases or upgrades?		
Describe the approval process for court technology expenditures.		
Do you have a budget to pay staff for overtime?		

## 7 Accounting – County Clerk’s Office

Question	Answer	Comments
Who receipts your filing fees?		
Do you use a software application to receipt these fees?		
What is the name of the accounting system?		
What is the name of the accounting vendor?		
Vendor’s primary contact person name and phone #?		
Are you interested in receipting these fees in Contexte?		

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## 8 Funding – Juvenile Office

Question	Answer	Comments
Do you have funds available for potential hardware/software purchases or upgrades?		
Describe the approval process for court technology expenditures.		
Does your court permit payment of fines over a period of time?		
Do you have a budget to pay staff for overtime?		

## 9 Accounting – Juvenile Office

Question	Answer	Comments
Who receipts your filing fees?		
Do you use a software application to receipt these fees?		
What is the name of the accounting system?		
What is the name of the accounting vendor?		
Vendor's primary contact person name and phone #?		
Are you interested in receipting these fees in Contexte?		
Who receipts fines and restitution for your court?		

## 10 Current Case Management System

CIRCUIT CLERK'S OFFICE		
Question	Answer	Comments
Are you currently using a computer-based case management system other than the AOC CMS case statistic system?		
If yes, what is the name of the case management system?		
What is the name of the vendor?		
Vendor's primary contact person name:		
How long have you used the		

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<b>CIRCUIT CLERK'S OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
system?		
Do you conduct any non-court business in your current case management software (such as child support, marriage license fees, or other functions)?		
Do you currently use your current case management system in the courtroom?		
Do you plan to use the new AOC Contexte system in the courtroom?		
Are you willing to do a CMS-only data conversion, rather than converting data from your existing system?		
Do any other agencies use your system, even for non-court business?		
If yes, what agencies?		
Why are they using your system?		

<b>COUNTY CLERK'S OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you currently using a computer-based case management system other than the AOC CMS case statistic system?		
If yes, what is the name of the case management system?		
What is the name of the vendor?		
Vendor's primary contact person name:		
How long have you used the system?		
Do you conduct any non-court business in your current case management software (such as child support, marriage license fees, or other functions)?		
Do you currently use your current case management system in the courtroom?		
Do you plan to use the new AOC Contexte system in the courtroom?		

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<b>COUNTY CLERK'S OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you willing to do a CMS-only data conversion, rather than converting data from your existing system?		
Do any other agencies use your system, even for non-court business?		
If yes, what agencies?		
Why are they using your system?		

<b>JUVENILE OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you currently using a computer-based case management system other than the AOC CMS case statistic system?		
If yes, what is the name of the case management system?		
What is the name of the vendor?		
Vendor's primary contact person name:		
How long have you used the system?		
Do you conduct any non-court business in your current case management software (such as child support, marriage license fees, or other functions)?		
Do you currently use your current case management system in the courtroom?		
Do you plan to use the new AOC Contexte system in the courtroom?		
Are you willing to do a CMS-only data conversion, rather than converting data from your existing system?		
Do any other agencies use your system, even for non-court business?		
If yes, what agencies?		
Why are they using your system?		

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## 11 Communications

Question	Answer	Comments
How often do regular meetings occur between the Judge and Clerk?		
What is the primary method used to communicate within the Clerk's office?		
What is the primary method used to communicate to outside agencies?		
Do you currently provide online public access to your court records?		

## 12 Other Projects In Progress

Question	Answer	Comments
Are there BUILDING projects currently in progress?		
Are there NETWORK projects currently in progress?		
Are there IMAGING projects currently in progress?		
Are there JURY projects currently in progress?		
Are there OTHER projects currently in progress?		

## 13 Court Staff Location Information

Question	Answer	Comments
Do judges in your court preside in multiple courts in the judicial circuit?		

Complete the following chart to show us the layout of the court. For each floor, type in the names of the offices and/or courtroom divisions and judges.

**Court Staff Locations**

	Courthouse			
Street Address/ City				
4 <sup>th</sup> floor				
3 <sup>rd</sup> floor				
2 <sup>nd</sup> floor				
1 <sup>st</sup> floor				
Basement				

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## 14 End User Information

Question	Answer	Comments
Will any current judges be near the end of their term or retiring within the next 12 months?		
Will the Clerk be near the end of their term or retiring within the next 12 months?		

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Please complete the following for **all potential new users** of the AOC Contexte system. Please include all non-court employees requiring access to the system.

DESCRIPTION	Number of employees
<b>Court Staff</b>	
<b>Circuit Clerk's Office (including deputy circuit clerks)</b> who will look up/enter information into the system	
<b>County Clerk's Office (including deputy clerks)</b> who will look up/enter information into the system	
<b>Judges</b> who will look up/enter information into the system	
<b>Trial Court Assistants (TCAs)</b> who will look up/enter information into the system	
<b>Juvenile Intake Officers</b> who will look up/enter information into the system	
<b>Juvenile Probation Officers</b> who will look up/enter information into the system	
<b>COURT TOTAL</b>	
<b>Other Agencies</b>	
Employees in the <b>Prosecuting Attorney's office</b> who will look up information in the system	
Employees in the <b>Public Defender's office</b> who will look up information in the system	
Employees in the <b>Sheriff's office</b> who will look up information in the system	
<b>Other non-court agencies</b> that currently use your system:	
<b>Other agency name:</b>	
<b>Other agency name:</b>	
<b>OTHER AGENCY TOTAL</b>	

## 15 Technical Support Contact Information

### 15.1 Printers

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

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<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

## 15.2 Computer/PC

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

## 15.3 Network (LAN)

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

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## 15.4 Internet Access

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

## 15.5 Imaging System

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

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## 15.6 Other

Please provide the following contact information for technical support in your office.

Office	Company Name & Address	Primary Contact Person
<b>Circuit Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>County Clerk</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?
<b>Juvenile Office</b>	Name:	Name:
	Address:	Phone #:
	City/State:	Email:
	Comments:	How is this person employed by your office?

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## 16 Current Imaging System

<b>CIRCUIT CLERK'S OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you currently using an imaging system?		
If yes, what is the name of the system?		
How old is the system?		
Vendor's primary contact person name.		
What types of documents do you scan into your current imaging system?		
Are you going to require an image conversion?		

<b>COUNTY CLERK'S OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you currently using an imaging system?		
If yes, what is the name of the system?		
How old is the system?		
Vendor's primary contact person name.		
What types of documents do you scan into your current imaging system?		
Are you going to require an image conversion?		

<b>JUVENILE OFFICE</b>		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>
Are you currently using an imaging system?		
If yes, what is the name of the system?		
How old is the system?		
Vendor's primary contact person name.		

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JUVENILE OFFICE		
Question	Answer	Comments
What types of documents do you scan into your current imaging system?		
Are you going to require an image conversion?		

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**Additional Comments:**