



King County Office of

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INFORMATION RESOURCE  
MANAGEMENT

# **ECR Phase 3, Part 2: E-Filing Phase 2 – Full E-Filing Implementation Business Case**

Updated as of March 2003

## One Page Summary

Project Objectives: To enhance the electronic filing functionality implemented in Part 1 to enable the electronic filing and automated handling of all King County Superior Court case documents maintained by the Department of Judicial Administration (DJA), the Superior Court Clerk's Office.

Project Description: E-Filing, Part 2 – Full Implementation, is the final Phase of the multi-year ECR Program. The Project will add the capability to electronically file documents not included in the initial pilot projects (Part 1), develop additional automated methods for processing documents and associated financial transactions, and provide Internet access for the general public to the electronic court case records maintained by DJA.

### Significant Business Needs:

The E-Filing project will meet DJA's business goals in the following areas:

- Making documents available in the court case file more quickly than those filed via paper
- Adding desired judicial support features to the viewer, improving efficient use of the case file for Superior Court
- Collecting filing fees online instead of at the counter
- Reducing trips to the courthouse to access court files
- Reducing staffing requirements associated with handling of paper documents and will lead to staff savings, increasing the percentage of our operating costs that are covered by our revenue

### Significant Requirements included in the Project Scope:

- Full availability of electronic filing for all case and document types
- Public availability of Internet viewing of court records
- Judicial support features
- Automation of data entry functions and interfaces to other systems

### Summary Costs:

- Development: \$750,000
- O&M: maintenance costs included in the \$299,093 annual amount currently budgeted for the ECR Program

Significant Quantifiable Benefits: .75 FTE per year for 10 years

### Significant Non-Quantifiable Benefits:

- Savings for filers (law firms, *pro se* filers, PA, other government agencies) associated with more efficient and accurate Superior Court case document preparation and filings.
- Reduction of data entry errors due to re-keying information.
- Documents accessible to judicial officers, litigants, and the public more quickly than for paper-based filings.
- Reduction in trips to the Courthouse that relate to filing with the Clerk's Office or viewing court records

### Financial Payback:

Cost of Capital	Breakeven Period - yrs.* Non-Discounted	Discounted	NPV \$	IRR %
6.25%	6	7	535,725	19.55%

Project Schedule: To be determined during vendor contract negotiations, expected in May 2003

## Business Needs Driving this Project

E-Filing, Part 2 – Full Implementation, is the final Phase of the multi-year ECR Program.

DJA is relied on by the public and courts for Superior Court record keeping. Maintaining timely, accurate, and complete case records is part of the Mission of DJA. The ECR Program was determined to be the most cost-effective way for DJA to meet this mission.

E-Filing, Part 2 – Full Implementation meets the business need to continue to operate more efficiently in a very challenging budgetary environment through implementation of computer automation. This project will allow us to reduce the number of staff needed in production scanning, data entry, cashiering, and records access.

## Project Objectives

### Strategic Goals and Objectives

E-Commerce is one of the tactical technology objectives endorsed by the King County Strategic Technology Plan. Part 2 of the E-Filing project will expand online collection of Superior Court Filing fees piloted in Part 1 to add additional fees and further automation of the financial processing of those fees.

### Business Goals and Objectives:

The E-Filing project will meet DJA's business goals in the following areas:

- Making documents available in the court case file more quickly than those filed via paper. Business processes relating to scanning are eliminated for e-filed documents.
- Adding desired judicial support features to the viewer, improving efficient use of the case file for Superior Court.
- Collecting filing fees online instead of at the counter. Some business processes relating to filing fees are eliminated for e-filed documents. This also supports the E-Commerce tactical technology objective endorsed by the King County Strategic Technology Plan.
- Reducing trips to the courthouse to access court files. Some business processes relating to public access to case files are eliminated for documents in the ECR system (those filed since 2000).
- Reducing staffing requirements associated with handling of paper documents. This will lead to staff savings, increasing the percentage of our operating costs that are covered by our revenue.

### System Goals and Objectives:

The system will be based on a standardized architecture for electronic filing, and standardized XML tags for data exchange, developed and endorsed by the OASIS Legal XML Electronic Court Filing Technical Committee. This standardized approach will be required for electronic court filing systems in the State of Washington, based on a state court rule that is currently in a public comment period. The OASIS Legal XML Electronic Court Filing Technical Committee is closely coordinating their work with the Justice XML specifications that are being considered for King County's LSJ Integration project.

The system will integrate with the Core Electronic Court Records (Core ECR) system developed in Phase 1 of the ECR Program.

The system will use the King County eCommerce utility for all financial transactions.

The system will also exchange data with other systems, such as those provided by the State Administrative Office of the Courts (AOC).

## Quantifiable Costs and Benefits for the County

This part of the project will cost \$750,000 to develop.

This part of the project will save \$41,544 per year for 10 years in staff savings, beginning in 2004.

After the initial development cost, system O&M costs will be included in the \$299,093 currently budgeted for ECR O&M.

### Form 1/ Summary, Cost Benefit and Cash Flow Analysis

03-Apr-03



	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	TOTAL
<b>TOTAL OUTFLOWS</b>	171,750	536,706	(83,088)	(124,632)	(166,176)	(207,720)	(249,264)	(290,808)	(332,352)	(373,896)	(1,119,480)
<b>TOTAL INFLOWS</b>	0	0	0	0	0	0	0	0	0	0	0
<b>NET CASH FLOW</b>	(171,750)	(536,706)	83,088	124,632	166,176	207,720	249,264	290,808	332,352	373,896	
<b>INCREMENTAL NPV</b>	NA	(637,068)	(567,797)	(470,003)	(347,281)	(202,901)	(39,838)	139,212	331,804	535,725	
<b>Cumulative Costs</b>	NA	708,456	625,368	500,736	334,560	126,840	(122,424)	(413,232)	(745,584)	(1,119,480)	
<b>Cumulative Benefits</b>	NA	0	0	0	0	0	0	0	0	0	

Cost of Capital	Breakeven Period - yrs.* Non- Discounted	Discounted	NPV \$	IRR %
6.25%	6	7	535,725	19.55%

\* - "Non-Discounted" represents breakeven period for cumulative costs and benefits (no consideration of time value of money).

\* - "Discounted" considers effect of time value of money through incremental Net Present Value.

## Quantifiable Costs and Benefits for the Public

See Non-Quantifiable Benefits below.

### Non-Quantifiable Benefits

- Increased accuracy of data due to a reduction in re-keying by DJA staff.
- Over time, identification of some routine data items and documents that may not require staff review, further increasing staff savings.
- Reduction in trips to the Courthouse by customers to file or view documents.
- Documents available to judicial officers, litigants, and the public more quickly than with paper-based filings.
- Information in the case files will be accessible beyond the business hours of the Clerk's Office.
- Ability to submit documents for filing 24x7 (with the exception of scheduled maintenance or system downtime).