

Lebanon Municipal Court

Technology Plan

In accordance with Loc.R. 12, this Technology Plan (“Plan”) provides an overview of the Lebanon Municipal Court’s utilizations of technology in the delivery of court services and maintenance of judicial operations. The applications outlined in this Plan include both public-facing technologies serving litigants, attorneys, members of the public, and other justice system stakeholders, as well as internal technology systems utilized by judicial officers and court staff. IT infrastructure information is not included in this list for safety and security reasons, including firewall, storage system, backup, anti-virus, disaster recovery and cyber security.

The purpose of this Plan is to:

- Define how the Court uses technology to support attorneys, parties, and the public to be aware these services are available for case management, case filing, recordkeeping, efficient communications and administrative functions.
- Provide a list of the Court’s IT functions and applications that support serving the public.
- Assist the Court in more readily identifying opportunities for improved efficiency and cost savings through the use of technological solutions.
- Promote the alignment of IT initiatives with the goals of the Court.

A. Case Management.

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Henschen	Court management Software utilized by Court staff and Clerk of Courts.	Manual, Clerk of Courts.	Clerk of Courts, Ct. Administrator

B. Clerk of Court Functions.

Application	Purpose	How Users Receive Instructions	Dept/Role Responsible
Henschen	Case management. Public- online case Access. Attorneys- Filing documents, paying filing costs.	Vendor training materials. Contact with Clerk of Court’s Office and online instructions.	Clerk of Courts staff
LexisNexis Capital Recovery	Payment processing. Payment (collection) Processing.	Vendor training materials. Vendor training materials, Clerk of Court staff.	Clerk of Courts staff Clerk of Courts staff

C. Not Applicable

D. Not Applicable.

E. Evidence Management.

Application	Purpose	How Users Receive	Dept/Role
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		<u>Instructions</u>	<u>Responsible</u>
Thumb Drive	Store data.	Self-explanatory.	Court Staff

F. Filing.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
E-filing (Henschen) and email	Electronic Court filings.	Website, Contact Clerk of Courts.	Clerk of Courts
Facsimile	Fax filings.	Website, Contact Clerk of Courts.	Clerk of Courts
Emailing Charges	To receive and review New charges from law Enforcement partners.	Personal instruction by Court Staff.	Court Staff

G. Fiscal.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
VIP	Payroll, Accounting.	Online, self-explanatory.	Court Administrator

H. Hearings.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
Justice AV Solutions (JAVS)	Video and audio Recording.	Guide, Contact Clerk of Court or Court Administrator.	Ct. Administrator, Bailiff.
Zoom	Conducting remote hearings.	Online training materials, Contact Ct. Administrator.	Ct. Administrator, Bailiff.
Polycom	Audio conversations With our Jail.	Manual, self-explanatory.	Ct. Administrator, Bailiff

I. Not Applicable.

J. Not Applicable.

K. Not Applicable.

L. Probation.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
OHLEG	Reports of criminal History.	Online.	Community Control Staff
LEADS	Research criminal History.	Must test to complete Certification.	Selected Community Control Staff.
Justice Web	Obtain arrest history From data providers.	Online.	Selected Community Control Staff.
OARRS	Monitoring of pharm. Prescription history.	Online.	Selected Community Control Staff.
Redwood Laboratories	Substance laboratory Analysis and reporting	In-house.	Selected Community Control Staff.
SCRAM	Individual monitoring.	Manual, online.	Selected Community Control Staff.
Catalyst(AIMS)	Case Management Software, texting.	Manual, online.	Community Control Staff

M. Not Applicable.

N. Records Management/Retention.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive</u>	<u>Dept/Role</u>
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		<u>Instructions</u>	<u>Responsible</u>
Henschen	Scan images and journalize.	Self-explanatory	Clerk of Courts staff.

O. Special Accommodations.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
Language Line	Interpreter services.	Ohio Supreme Court's website, Court staff.	Court staff, Bailiff.

P. Not Applicable.

Q. Website.

<u>Application</u>	<u>Purpose</u>	<u>How Users Receive Instructions</u>	<u>Dept/Role Responsible</u>
City of Lebanon, Ohio website.	To inform the public.	Self-explanatory or on website.	City IT department, Court staff.
Court website, managed By Henschen.	To inform the public.	Self-explanatory or on website.	Court staff.

Future Implementation Plans

- Check-in kiosk for directing litigants and visitors, while providing information on courthouse proceedings and general assistance.
- Text reminders. Local Rules will be updated to implement this process to decrease failure to appear rates.