



MDEC IMPLEMENTATION TIMELINE

2009

Activity/Decision	Who	Outcome/Impact
Project Scope Decided <ul style="list-style-type: none"> • One system, all levels • All products implemented at once (e-filing, CMS, ECM) • County by county rollout for all case types 	MDEC Advisory Committee	<ul style="list-style-type: none"> • Mature technological solution required • Reconciling business process differences between the District Court and Circuit Courts will be challenging • For DC - rolling out county-by-county will break apart a unified system, reassembling it as the rollout progresses. This adds complexity • No other state implemented in this manner
Project Vision Established <ul style="list-style-type: none"> • E-filing • Paper on demand • Interoperability • Real-time courtroom data entry 	MDEC Advisory Committee	<ul style="list-style-type: none"> • Vision provides strategic focus for future decisions, presentations, and requirements
Project Implementation Strategy Decided <ul style="list-style-type: none"> • “Build vs. Buy” • RFP for software and implementation services 	MDEC Advisory Committee	<ul style="list-style-type: none"> • Buying a solution will require adjustments to business processes to fit the new technology • Some functionality may be lost or radically different from today • Enhancements may take longer and may have to be prioritized against available budget
Project Staffing Initiated <ul style="list-style-type: none"> • Court Business Office created • JIS MDEC Project Manager selected 	AOC	<ul style="list-style-type: none"> • CBO chartered to centralize the business analyst functions and be the liaison between IT and court staff • JIS Project Manager positioned to organize JIS resources

2010

Activity/Decision	Who	Outcome/Impact
Vendor Fair Held	MTG	<ul style="list-style-type: none"> • Expose court staff to modern CMS system functionality • Preparation activity for requirements sessions
Requirements Vetting Sessions	CBO	<ul style="list-style-type: none"> • Requirements started with the NCSC functionality standards • Final deliverable incorporated in the RFP
RFP Issued	AOC-Procurement	<ul style="list-style-type: none"> • Key components: <ul style="list-style-type: none"> ○ Court system overview ○ Scope definition ○ Functional requirements ○ Technical requirements ○ Performance requirements ○ Implementation services

2011

Activity/Decision	Who	Outcome/Impact
RFP Evaluation	AOC - Procurement, RFP Evaluation Committee	<ul style="list-style-type: none"> • Proposal reviews • Oral demonstrations • Site visits
Rule Issue List Development	MDEC Advisory Committee	<ul style="list-style-type: none"> • Proactive review of potential Rules changes based on MDEC vision
CONTRACT AWARD	AOC – Procurement, AOC – Legal Affairs, RFP Evaluation Committee	<ul style="list-style-type: none"> • Tyler Technologies selected
MDEC Executive Steering Committee Formed (MDEC ESC)	MDEC Advisory Committee	<ul style="list-style-type: none"> • Project pace required quick decisions and closer oversight

2012

Activity/Decision	Who	Outcome/Impact
Electronic Case Rules Drafting Begins	Rules Sub Committee	
Gap/Fit Sessions	PMO, CBO and Tyler	<ul style="list-style-type: none"> • 135+ court participants • 550+ gap items recorded • LOEs provided by Tyler for Judiciary critical and high items <ul style="list-style-type: none"> ○ 35,000+ hours • Tyler planned for only 10,000 hours of development
DC & CC Gap Review Committees Formed	Headed by CJ Clyburn and	<ul style="list-style-type: none"> • Committees reviewed gap list with Tyler staff. Items identified as critical for pilot. With additional

	Doug Hoftstedt	<p>information from Tyler the group also identified items where changes in business processes would be adopted to accept no cost solutions</p> <ul style="list-style-type: none"> • 21,356 hours
Gap List Refinement	MDEC ESC	<ul style="list-style-type: none"> • Additional review of gap items to decrease hours • Tyler's target: 12,000 hours
Final Pilot List Approved	MDEC ESC, PMO, CBO	<ul style="list-style-type: none"> • 16,102 hours • Tyler agrees with new target
Consistent Court Practice (CCP) Process Approved	MDEC ESC	<ul style="list-style-type: none"> • COD, formerly CBO, develops a template and process to document and analyze business process decisions where consistency is needed • Analysis includes technology constraints, Rules/Statute constraints, and business need constraints
Project Decision: Case Number Format	MDEC Advisory Committee	<ul style="list-style-type: none"> • Court Indicator (D,C) + Court Location + Case Category + Year + Sequence Number
Project Decision: DC Voided Cases	MDEC ESC	<ul style="list-style-type: none"> • Voided traffic cases will be converted • Voided criminal cases will not be converted • DV Office voided cases will not be converted • There are no civil voided cases
Project Decision: Multiple Vendor E-filing Model	AOC – Legal	<ul style="list-style-type: none"> • Legal determines that given the language of the RFP we must continue with a solution that requires support for multiple e-filing vendors
Project Decision: DC Commissioners	MDEC ESC	<ul style="list-style-type: none"> • Due to cross jurisdictional processing by Commissioners they will continue to use Commissioner Assistant for criminal case processing • Commissioners will use MDEC for interim peace and protective order as each county is implemented • JIS to utilize the BUS to dispatch records to either MDEC or mainframe depending on jurisdiction
Project Decision: Appellate Courts	MDEC ESC	<ul style="list-style-type: none"> • Appellate Court implementation delayed until the rollout is complete
Project Decision: DC History File	MDEC ESC	<ul style="list-style-type: none"> • DC history file will not be converted into MDEC; index will be created to provide access through a separate application
Project Decision: Red Light, Parking, Speed Camera Citations	MDEC ESC	<ul style="list-style-type: none"> • Due to the variety of vendors, these citations will not be converted. They will continue to be processed outside of MDEC
Project Decision: State's Attorney Data Entry Access	MDEC ESC	<ul style="list-style-type: none"> • The UCS State's Attorney module functionality will not be replaced • Any courts allowing State's Attorneys to enter directly into UCS must stop this practice • A Web front end will be developed by JIS to allow entry of witness and victim information

2013

Activity/Decision	Who	Outcome/Impact
Design Session Teleconferences Begin	MDEC SMEs, COD, PMO	<ul style="list-style-type: none"> • Gap items assigned development project numbers • Sessions scheduled for two days per week to discuss requirements, review and approve conceptual designs before development
Project Decision: Traffic Processing Center	MDEC ESC	<ul style="list-style-type: none"> • TPC will process citations in MDEC as each county is implemented • TPC will continue to use SWING for non-MDEC counties • Citations will be processed in dual systems during the roll out, requiring JIS development to dispatch citations to the appropriate system
Project Decision: Inter/Intra Court Case Number Assignment	MDEC ESC	<ul style="list-style-type: none"> • Cases moving from DC to DC, DC to CC, CC to CC, CC to COSA will receive a new case number at each level of court • Cases will be related to one another
Project Decision Reversal: DC History File	MDEC ESC	<ul style="list-style-type: none"> • Cases move back and forth from history over time, decision reconsidered. DC history file will be converted
Project Decision Reversal: Appellate Courts	MDEC ESC	<ul style="list-style-type: none"> • Appellate Courts will be in the pilot without full development
Project Decision: Preliminary rollout plan	MDEC ESC	<ul style="list-style-type: none"> • Following the pilot, the Eastern Shore counties will be implemented, then Baltimore County
Draft MDEC Rules Published	Rules Committee	<ul style="list-style-type: none"> • Title 20 rules released for public comment
Business Process Sprints Begin	CBO	<ul style="list-style-type: none"> • Anne Arundel County Court staff and DCHQ develop new business processes
Redaction Software RFP issued:	JIS	<ul style="list-style-type: none"> • RFP developed and issued to auto review and redact all electronic images
Audio Visual (A/V) Solution RFP Issued:	JIS	<ul style="list-style-type: none"> • RFP developed and issued to enable judges to select what monitors in the courtroom have visibility to images
New Mexico Site Visit	MDEC SMEs	<ul style="list-style-type: none"> • Clerks from Anne Arundel CC and DC visit NM to see and speak to peers about implementation impacts
Project Decision: Juvenile Case Visibility	MDEC ESC, AOC – Legal	<ul style="list-style-type: none"> • There will be no restrictions on judge’s access to juvenile cases
Court of Appeals Hearing on Title 20 Rules	COA	<ul style="list-style-type: none"> • Stakeholders provided with an opportunity to comment on the proposed Rules
Project Decision: DC Cross Jurisdictional Payments	MDEC ESC	<ul style="list-style-type: none"> • The practice of accepting payments for other jurisdictions should be stopped until MDEC is completely rolled out
Project Decision: Electronic Payments	MDEC ESC	<ul style="list-style-type: none"> • E-filing – we will use Tyler’s e-payment portal for e-filing payments • Citation Web payments – Continue to use VitalCheck until MDEC 2.0 (JIS will dispatch via the BUS) • Over-the-counter payments (case related) – Implement and evaluate Tyler’s VeriFone solution • Over-the-counter payments (non-case related) – out

		of scope, RCS will be used for non-case related payments
Title 20 Rules adopted	COA	<ul style="list-style-type: none"> • Order signed adopting the Title 20 Rules
Redaction RFP Placed on Hold	MDEC ESC	<ul style="list-style-type: none"> • Title 20 Rules place responsibility of redaction on filer • To reduce complexity of pilot, redaction software RFP will be placed on hold
Project Decision: Public Access	MDEC ESC	<ul style="list-style-type: none"> • Case Search will be used for general public access • Tyler’s portal will be used for remote secure public access and courthouse access • Secured Case Search will be used by justice partners

2014

Activity/Decision	Who	Outcome/Impact
Project Decision: E-filing Funding	MDEC ESC	<ul style="list-style-type: none"> • Legislative bill submitted to increase filing fees across the board to cover cost of e-filing hosting
Project Decision: Landlord Tenant	MDEC ESC	<ul style="list-style-type: none"> • Failure-to-pay-rent cases will be excluded from the e-filing pilot • DC will continue mandate the use of the 6-part form • RCS register will continue to be used for processing payments • JIS will use the BUS to upload financials and hearings to MDEC
Project Decision: TPC Processing	MDEC ESC	<ul style="list-style-type: none"> • JIS will develop an application for processing trial and waiver requests
Project Decision: State’s Attorney Remote Case Access	MDEC ESC	<ul style="list-style-type: none"> • Since most cases represented by the State’s Attorney or Public Defender do not list the specific attorney but instead just state the office: <ul style="list-style-type: none"> ○ All State’s Attorneys will be allowed remote secure access via the portal to all criminal cases that are marked as being represented by the SAO ○ All Public Defenders will be allowed remote secure access via the portal to all criminal cases that are marked as being represented by the PD’s office • Secure and confidential documents will not be viewable remotely • Witness and victim information will not be viewable remotely
Project Decision Modified: E-filing Funding	MDEC ESC	<ul style="list-style-type: none"> • Legislative bill for increase in filing fees rejected • The project will cover the cost of e-filing for the pilot • Legislative bill will be resubmitted next session
Project Decision: DC Criminal Financials	MDEC ESC	<ul style="list-style-type: none"> • DC Criminal financials will be converted to notes instead of populating the financial fields in MDEC due to human errors and lack of financial updates within the legacy system

Project Decision: Courtroom Technology	MDEC ESC	<ul style="list-style-type: none"> • Due to the high cost of the A/V solution we will pilot the solution in one courtroom in each of the AA County courthouses before determining long term feasibility
Project Decision Reversal: TPC Processing	DCHQ	<ul style="list-style-type: none"> • After reviewing the business process for TPC, DCHQ decided that there was no need for JIS to develop a front end application. Trial and waiver requests will be entered directly into MDEC for Anne Arundel County