

Court Technology Continuity and Disaster Recovery

Standardized Planning Template

This template is designed for use in each district and circuit to ensure that adequate, effective and uniform contingencies related to technology are developed and incorporated into each district and circuit Emergency Preparedness Plan.

In addition to serving as a guide for developing continuity and disaster recovery plans for court technology, the results of this process will be used to identify fiscal impact and implementation issues as has been requested by the Supreme Court. The information required must be compiled and provided before May 31, 2003.

Instructions for Circuit Courts:

An online, web-based planning tool will be made available in March of 2003 and shall be used by each circuit for compiling and submitting the information required. As soon as the online planning tool is available, the Court Technology Officers in each judicial circuit will be notified and provided with information regarding how to access and use it. Any questions regarding the online planning tool or this template should be directed Aaron Bowden, Court Information Security Committee staff, at 850-488-6577.

For each physical court facility, compile the information as prescribed below.

1. Identify each mission essential function that is fulfilled for the location (see the attached *Standardized Trial Court Functions and Associated Processes* for guidance). These functions are:
 - a) Cross-Divisional Processes
 - b) Criminal
 - c) Civil
 - d) Juvenile Dependency
 - e) Juvenile Delinquency
 - f) Probate, Guardianship & Mental/Medical Health
 - g) Traffic
 - h) Domestic Relations
 - i) Domestic Violence, Repeat Violence & Date Violence
 - j) Drug Court
 - k) Jury Management
 - l) Witness Management
 - m) Court Administrative Functions

2. For each function (as identified in step 1 above), select the maximum tolerable downtime ("MTD") that applies (select only one). This information is to be compiled by each Court Emergency Management Group ("CEMG"). MTD's are:
 - a) One Day
 - b) One Week
 - c) One Month

3. For each court function (as identified in step 1 above) that is dependent upon information technology (“IT”), identify the IT infrastructure component(s) that are utilized. These infrastructure components are:
 - a) Workstations (PC’s, printers and other peripherals)
 - b) LAN (local area network cabling, switches, etc.)
 - c) WAN (wide area network telecommunications services and equipment)
 - d) Centralized Computing Equipment (mainframes, database servers, file servers, etc.)
 - e) Audio Visual and Other Automated Systems (items not covered by the above)

4. For each IT infrastructure component (as identified in step 3 above), identify the custodial entity with direct management responsibility for administration, maintenance and support thereof. Custodians are:
 - a) Circuit Court Administration
 - b) Clerk of Court
 - c) Other Third-Party Governmental Entity
 - d) Private Company

5. For each IT infrastructure component utilized for each court function identified in step 3 above, identify whether there is an available manual contingency sufficient to meet the associated MTD requirement (as identified under step 2). This involves situations in which the supporting IT infrastructure component becomes unavailable due to flood, fire, relocation, or other unexpected event. If there is such a contingency available, briefly describe.

6. For each IT infrastructure component for which a manual contingency would not be sufficient, identify whether a sufficient automated contingency exists to meet the associated MTD requirement. Automated contingencies are those involving alternate equipment, backup power sources, etc. If there is a sufficient automated contingency available, briefly describe.

7. For each IT infrastructure component having no contingencies available for meeting the associated MTD requirement, indicate the estimated fiscal resources (in dollars) and time (in months) necessary to ensure the availability of a sufficient contingency.

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Instructions for Appellate Courts:

The district courts shall follow a process which is similar to that of the circuit courts. Due to the high level of technology standardization that exists in the district courts and the differences between trial and appellate court functions, less information is required of the district courts than is required of the trial courts.

The required information should be submitted to Aaron Bowden, Court Information Security Committee staff by April 30, 2003 in order to assist in developing a uniform district court technology continuity and disaster recovery plan by May 30. Any questions regarding this template should be directed Aaron Bowden at 850-488-6577.

Compile and provide the information as prescribed below.

1. Identify and list essential appellate court functions under one of the maximum tolerable downtime (“MTD”) categories. This information is to be compiled by each Court Emergency Management Group (“CEMG”). MTD’s are:
 - a) One Day
 - b) One Week
 - c) One Month
2. For each mission essential appellate court function listed (per step 1 above) that relies upon information technology (“IT”) infrastructure, identify whether there is an available manual contingency sufficient to meet the associated MTD requirement. This involves situations in which the supporting IT infrastructure component becomes unavailable due to flood, fire, relocation, or other unexpected event. If there is such a contingency available, briefly describe.
3. Describe the alternate facilities that your court has designated in the event relocation contingencies must be executed. Include in this description the physical location, custodial entity, number of workspaces designated, whether compatible computer network cabling is in place, electrical power availability, telecommunications services that are in place, and any other pertinent information.

Standardized Trial Court Functions and Associated Processes

This list is **for** developing court technology continuity and disaster recovery planning.

Cross-Divisional Processes

Case Initiation and Indexing
Docketing and Related Record Keeping
Schedule and Case Management
Ticklers & Alerts
Document Processing
Calendar
Hearings
Disposition
Case Closure
Accounting
Audit Trail Management
File Archival and Destruction
Document Management
Exhibit Management
Statistical Reports
Management Reports

Criminal

Arrest & Intake Offender
File Formal Charges
Sentence Offender & Monitor Post-Sentence
Manage Post-Conviction Relief
Conduct Arraignment & Adjudication

Civil

File Claim, Discovery
Manage Small Claims Case
*Evaluate Petition **for** Extraordinary Writ & Review*
Manage County/Circuit Civil Case
Manage Appeal
Dispose/Close Case
Manage Jimmy Ryce Case

Juvenile (Dependency and Delinquency)

Dependency Processes
Conduct Pre-Hearing Investigation
Determine Custody/Shelter
Prepare Dependency Petition/Conduct Filing Hearing

Conduct Arraignment & Pre-Disposition Hearings
Conduct Disposition and Judicial Reviews

Delinquency Processes

Determine Custody
Conduct Interview
Manage Juvenile Detention
Manage Juvenile Delinquency Case

Probate, Guardianship, and Mental/Medical Health

Probate/Trust Processes

Manage Probate Case
Manage Formal Administration Case
Administer & Close Estate
Manage Summary Administration Case
Manage Without Formal Administration Case

Guardianship Processes

Manage Emergency Guardianship Case
Discharge Guardian/Close Guardianship Case
Manage Involuntary Commitment to Residential Services Case
Manage Appointment of Guardian Case

Mental Health Processes

Manage Mental Health Case
Manage Baker Act Case
Manage Baker Act Initial Examination
Manage Baker Act Placement
Manage Marchman Act Case
Manage Marchman Act Initial Assessment
Manage Marchman Act Treatment

Medical Care Processes

Manage Medical Care Case
Manage Tuberculosis Case
Manage Expedited Judicial Intervention Case

Adult Protective Services Processes

Manage Adult Protective Services Case
Manage Non-Emergency Protective Services Case
Manage Emergency Protective Services Case

Traffic

UTC Intake & Administration (Clerk)
Manage Civil Traffic Infractions
Manage Criminal Traffic Violations
Generate Traffic Case Management Report

Family (Domestic Relations, Violence and Drug Court)

Domestic Relations Processes

Case Review
Case Management Conference
Conduct Motion Hearing
Conduct Case Management Conference
Conduct Final Hearing

Domestic Violence, Repeat Violence, & Date Violence Processes

Conduct Ex Parte Review of Petition
Conduct Evidentiary Hearing
Conduct Disposition Hearing

Drug Court Processes

Manage Adult Diversion Program
Manage Post-Adjudication Drug Case
Manage Juvenile Drug Case

Jury & Witness

Jury Management Processes

Produce Pool of Eligible Jurors
Select Jury Venire
Conduct Voir Dire
Pay Jurors
Prepare OSCA Reports

Witness Management Processes

Subpoena Witness
Witness Appears
Pay Witness
Prepare OSCA Reports

Court Administrative Functions

e.g., Procurement, Payroll, etc.