

ELECTRONIC FILING

CASE MANAGEMENT

JURY MANAGEMENT

ONLINE PAYMENTS

ONLINE PUBLIC ACCESS

ELECTRONIC CITATIONS

INTERGOVERNMENTAL
DATA EXCHANGES



Arkansas Supreme Court
Administrative Office of the Courts

acap.help@arcourts.gov

www.courts.arkansas.gov/acap

"Supporting Courts; Ensuring Justice"

2016 ACAP Systems Conference

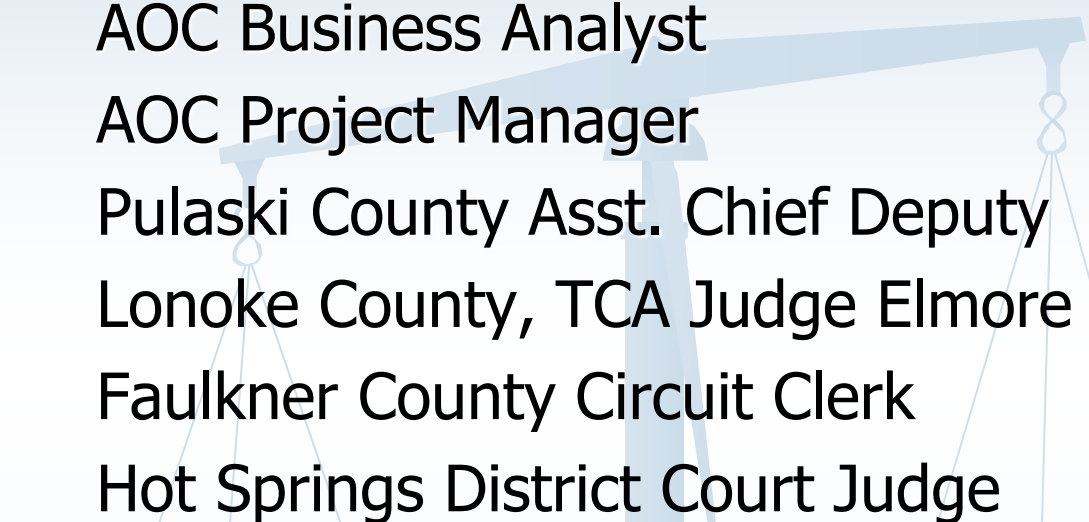
"Supporting Courts; Ensuring Justice"

Learning From Change Lessons Learned from eFiling Projects

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Kelly Hinkson

Administrative Office of the Courts
Court Information Systems Division
July 2016

Welcome and Introductions

- Amanda Armstrong AOC Business Analyst
 - Kelly Hinkson AOC Project Manager
 - Jason Kennedy Pulaski County Asst. Chief Deputy
 - Deseria Blair Lonoke County, TCA Judge Elmore
 - Rhonda Wharton Faulkner County Circuit Clerk
 - Hon. Sherry Burnett Hot Springs District Court Judge
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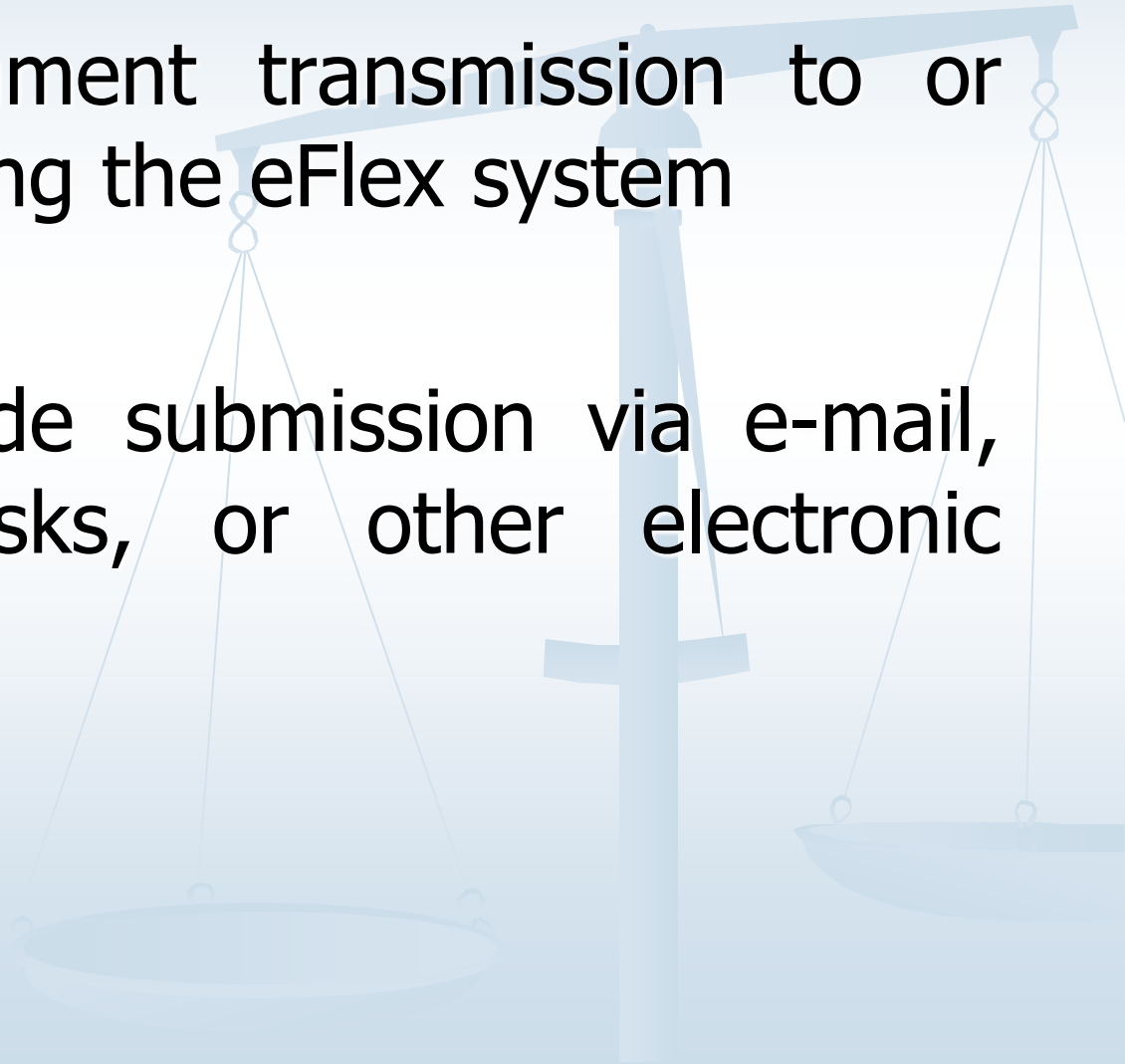
Administrative Order 21



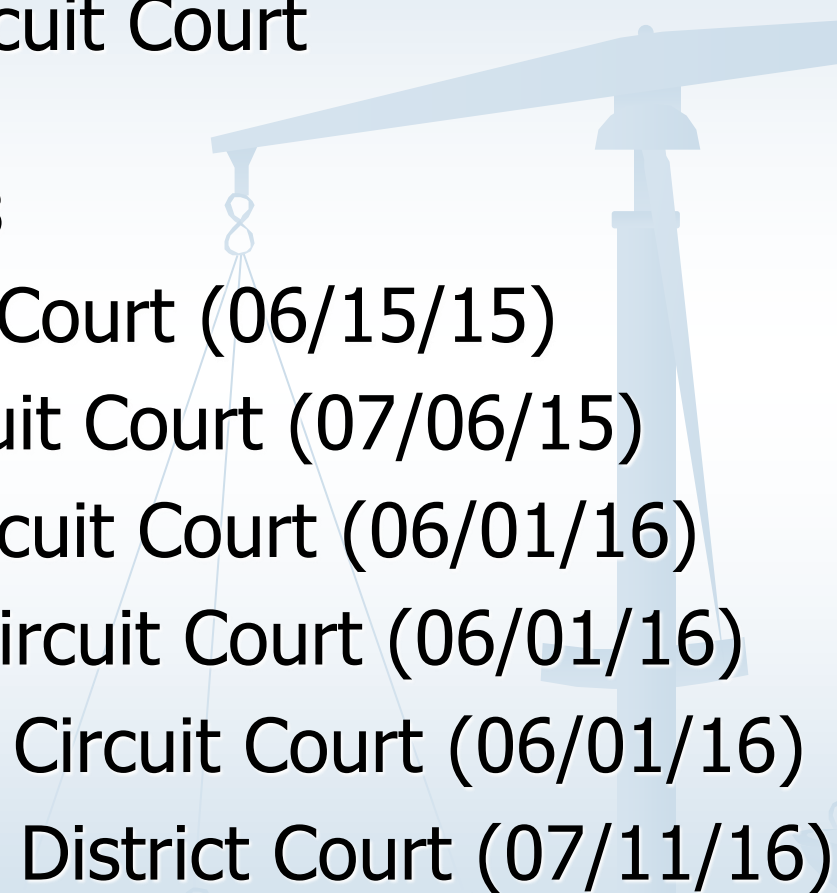
- <https://courts.arkansas.gov/rules-and-administrative-orders/administrative-orders>
- In order to eFile, attorneys must:
 - Register and complete training
 - Pay a \$100.00 registration fee
 - Register online for an eFlex account
- Mandatory after one year
- Instructions for electronic filers can be found on the Arkansas Judiciary Website at <https://courts.arkansas.gov/administration/acap/efile/efile-instructions>

What is Electronic Filing?

- Electronic document transmission to or from a clerk using the eFlex system
- Does not include submission via e-mail, fax, floppy disks, or other electronic means

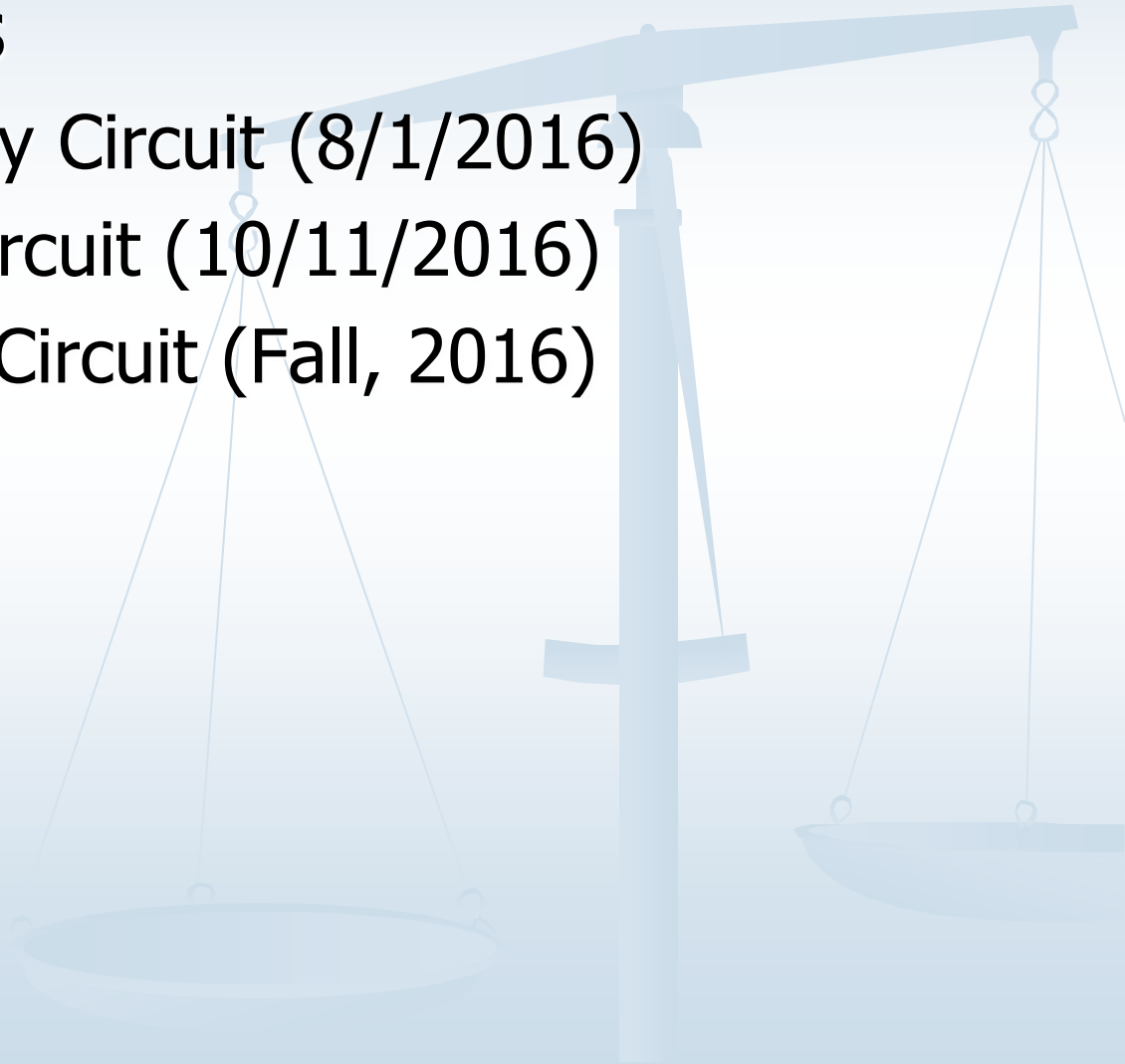


What Courts are eFiling?

- Pulaski County Circuit Court
 - Began 2012
 - Mandatory in 2013
 - Hot Spring Circuit Court (06/15/15)
 - Grant County Circuit Court (07/06/15)
 - Lonoke County Circuit Court (06/01/16)
 - Faulkner County Circuit Court (06/01/16)
 - Van Buren County Circuit Court (06/01/16)
 - Hot Spring County District Court (07/11/16)
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Courts Soon to be eFiling

- **Current Projects**
 - Crawford County Circuit (8/1/2016)
 - Miller County Circuit (10/11/2016)
 - Benton County Circuit (Fall, 2016)



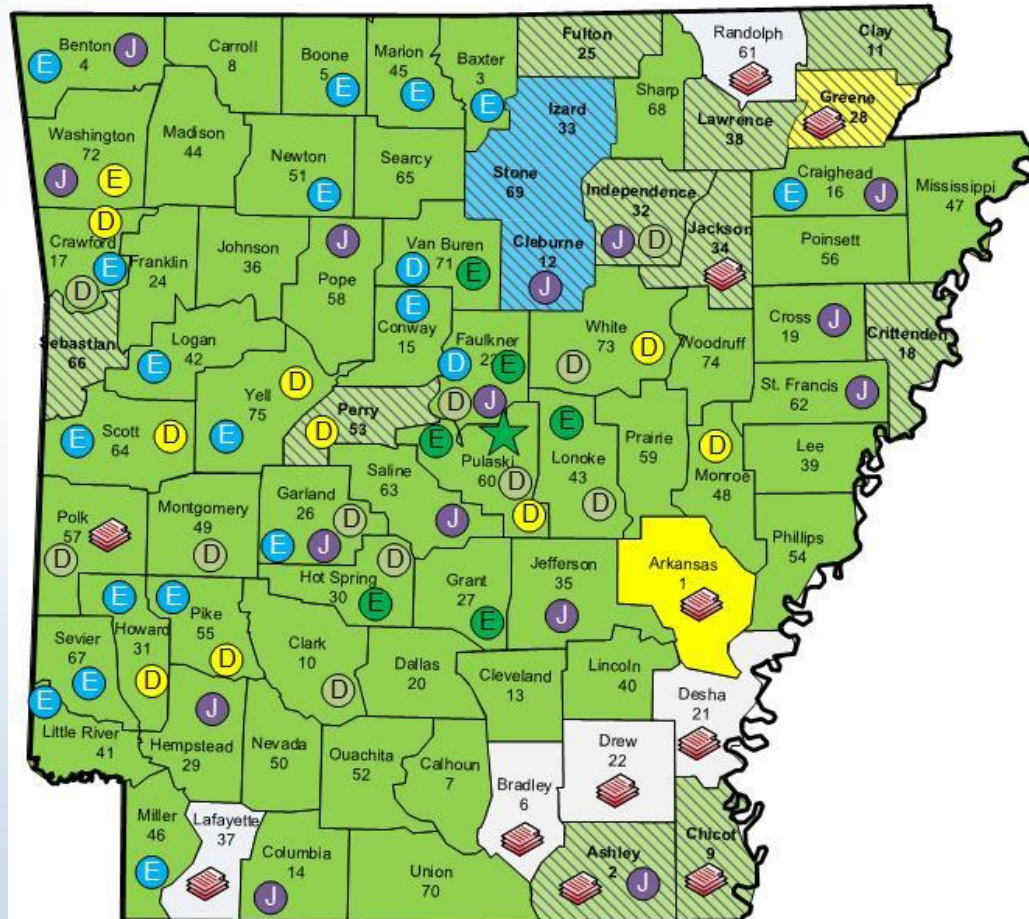
ACAP in Arkansas Courts

Arkansas Courts on Contexte and eFiling

Circuit Court, District Court, &
Juvenile Drug Court

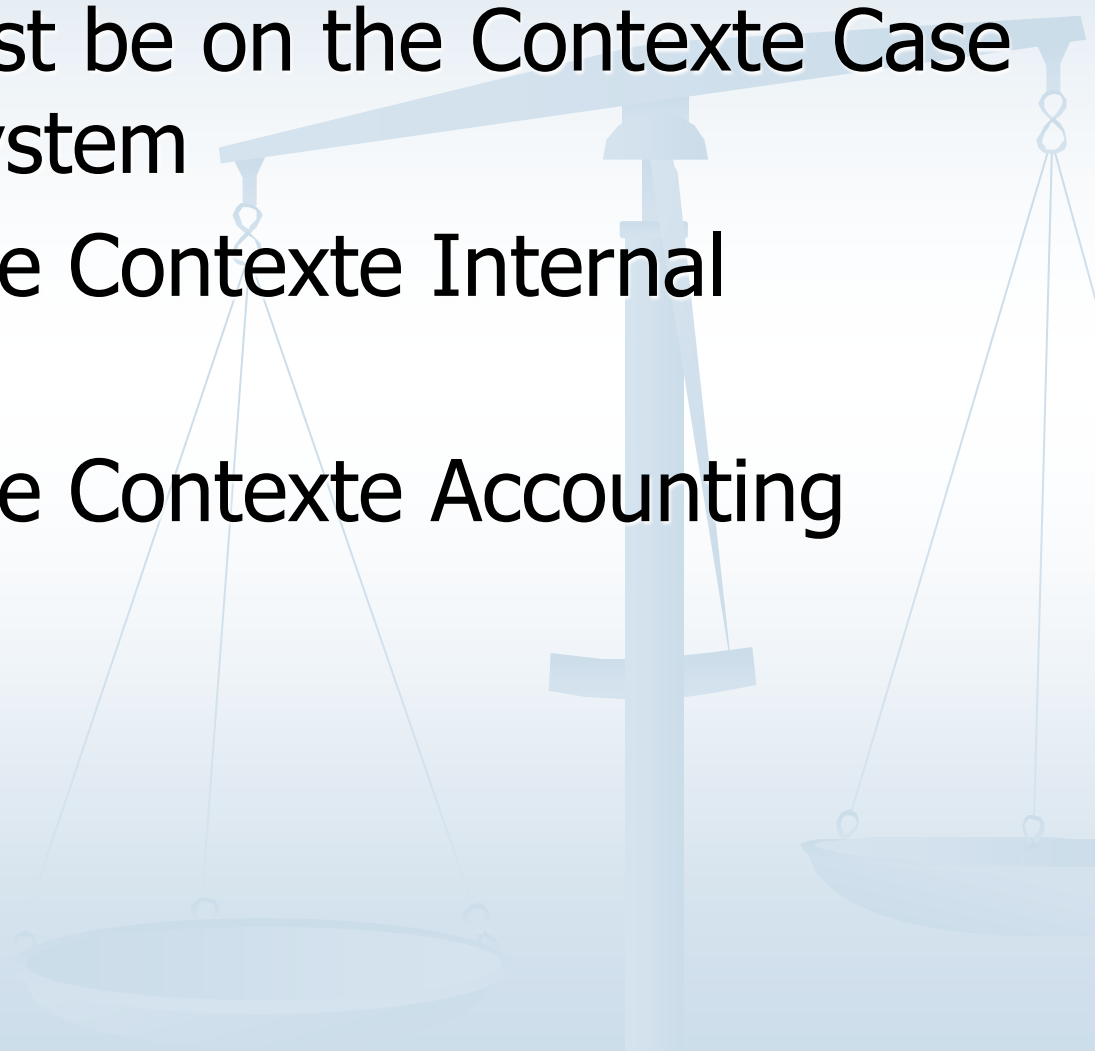
as of June 1, 2016

(Contexte court code shown below county name)



- ★ Appellate Courts on Contexte
 - Circuit Courts on Contexte
 - ▨ CMS Sundown – Circuit Court Legacy AOC CMS on Contexte
 - ⓔ Court on eFiling
 - ⓓ District Courts on Contexte
 - ⓙ Juvenile Drug Courts on Contexte
 - 📄 Circuit Paper-Courts on Contexte
-
- Circuit Court Contexte Project In Progress
 - ▨ Circuit Court Legacy AOC CMS with Full Contexte In Progress
 - ⓔ Court eFiling Project In Progress
 - ⓓ District Court Contexte Project In Progress
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- Circuit Court Requesting a Contexte Project
 - ▨ Circuit Court Legacy AOC CMS on Contexte Requesting Full Contexte
 - ⓔ Circuit Court Requesting an eFiling Project
 - ⓓ District Court Requesting a Contexte Project

Courts are Eligible When:

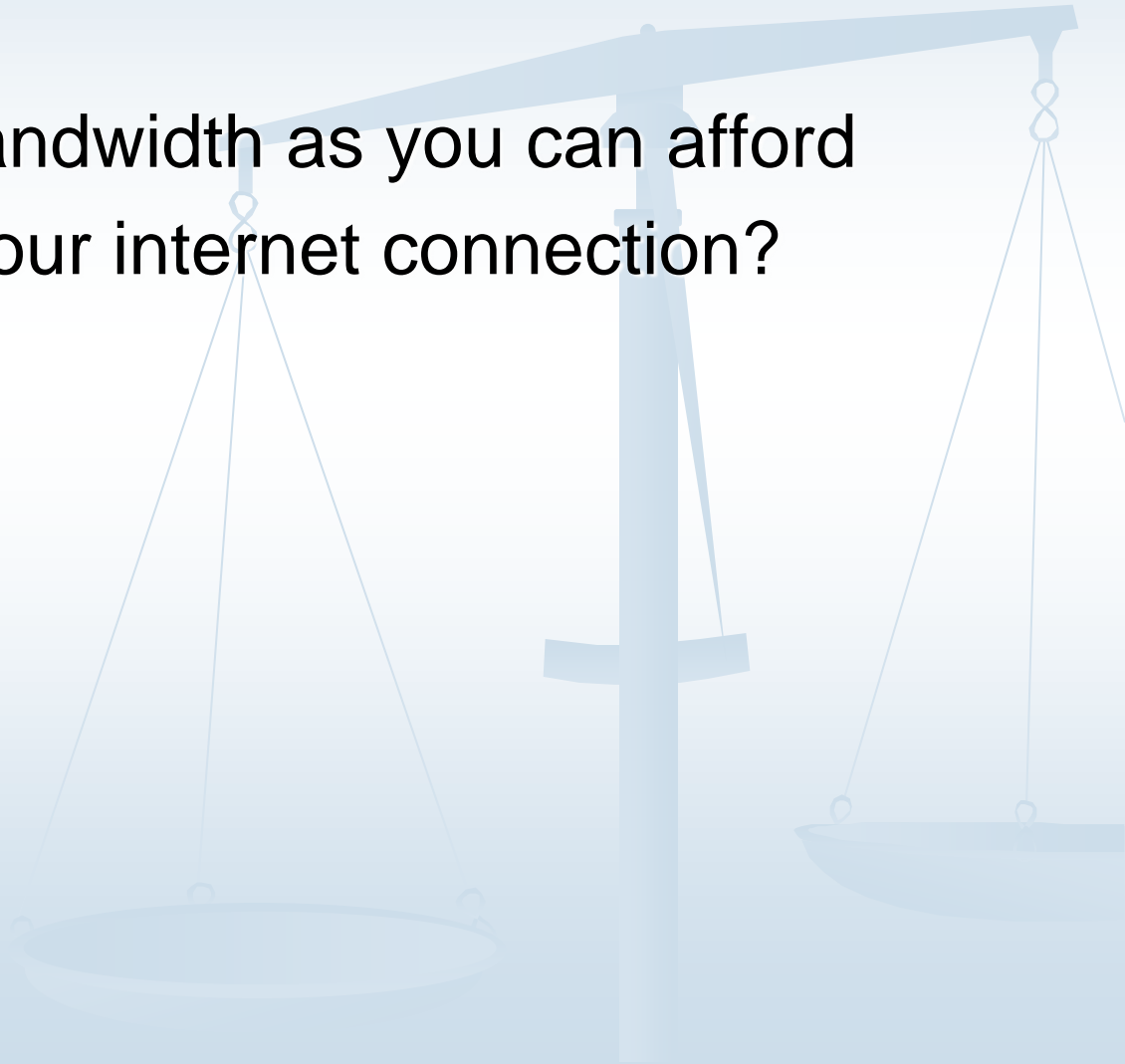
- A court must first be on the Contexte Case Management System
 - A court must use Contexte Internal Imaging
 - A court must use Contexte Accounting
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Lessons Learned

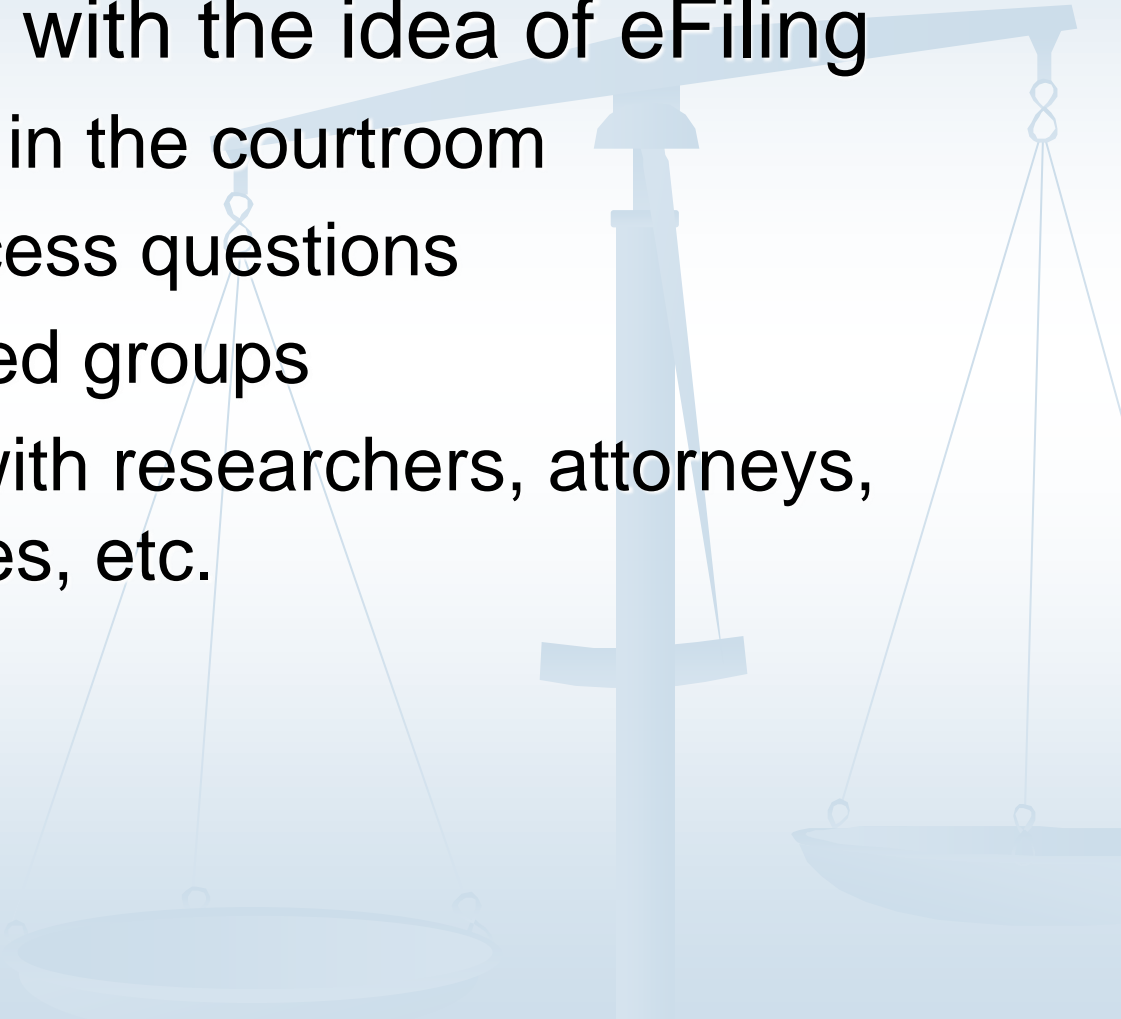


Prepare Your Facilities

- Internet
 - Get as much bandwidth as you can afford
 - Do you share your internet connection?
- Hardware
 - Dual Monitors
 - Scanners



Prepare for Culture Change

- Get comfortable with the idea of eFiling
 - Using Contexte in the courtroom
 - Discussing process questions
 - Consider affected groups
 - Communicate with researchers, attorneys, outlying agencies, etc.
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Prepare for Vendor/Software Changes

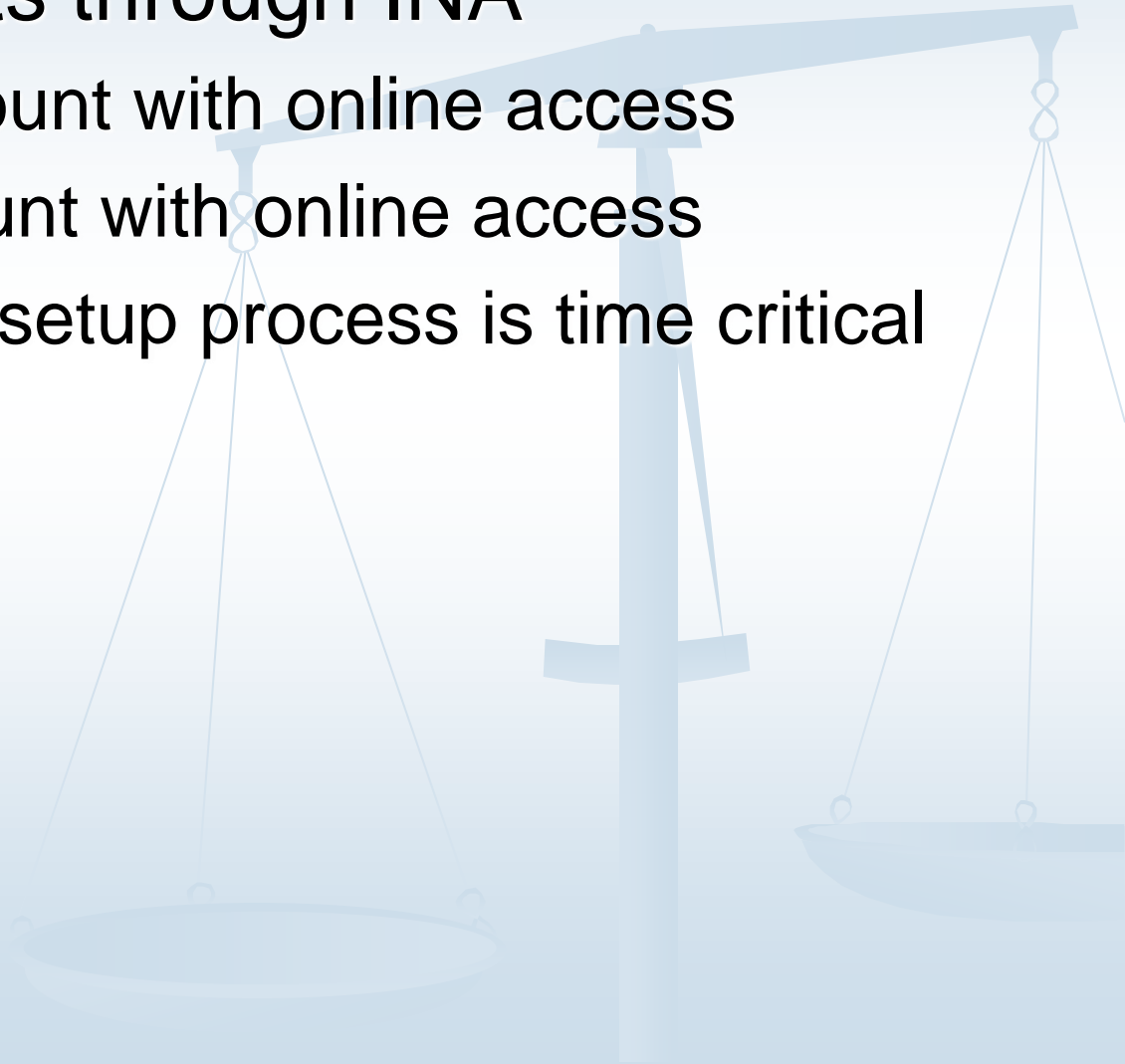
■ Imaging

- Consider how your contracts will be affected by eFiling
- Discuss local backup solutions with your imaging vendor



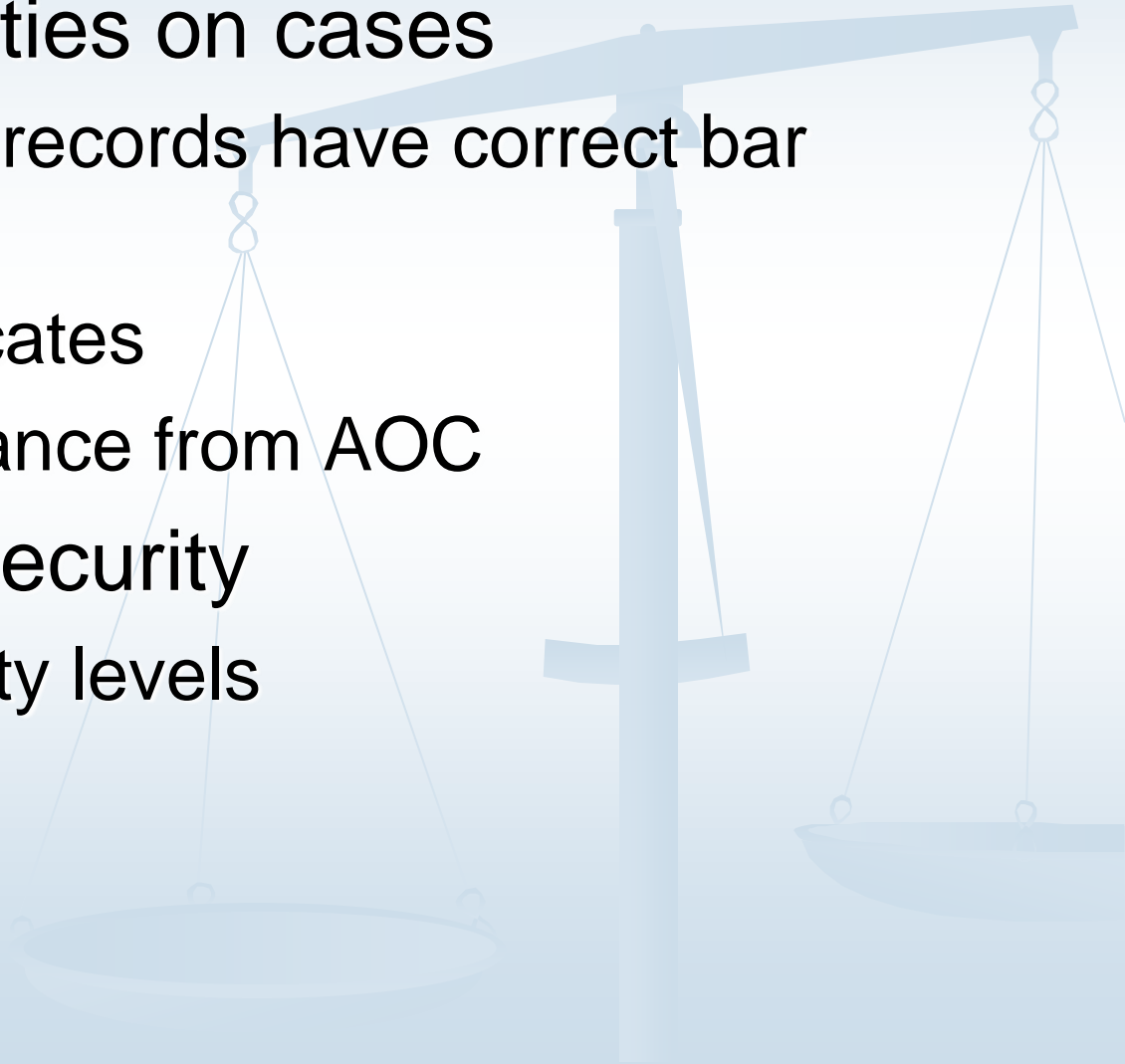
Prepare for Vendor/Software Changes

- Online Payments through INA
 - New Bank Account with online access
 - INA eFile Account with online access
 - Remember the setup process is time critical



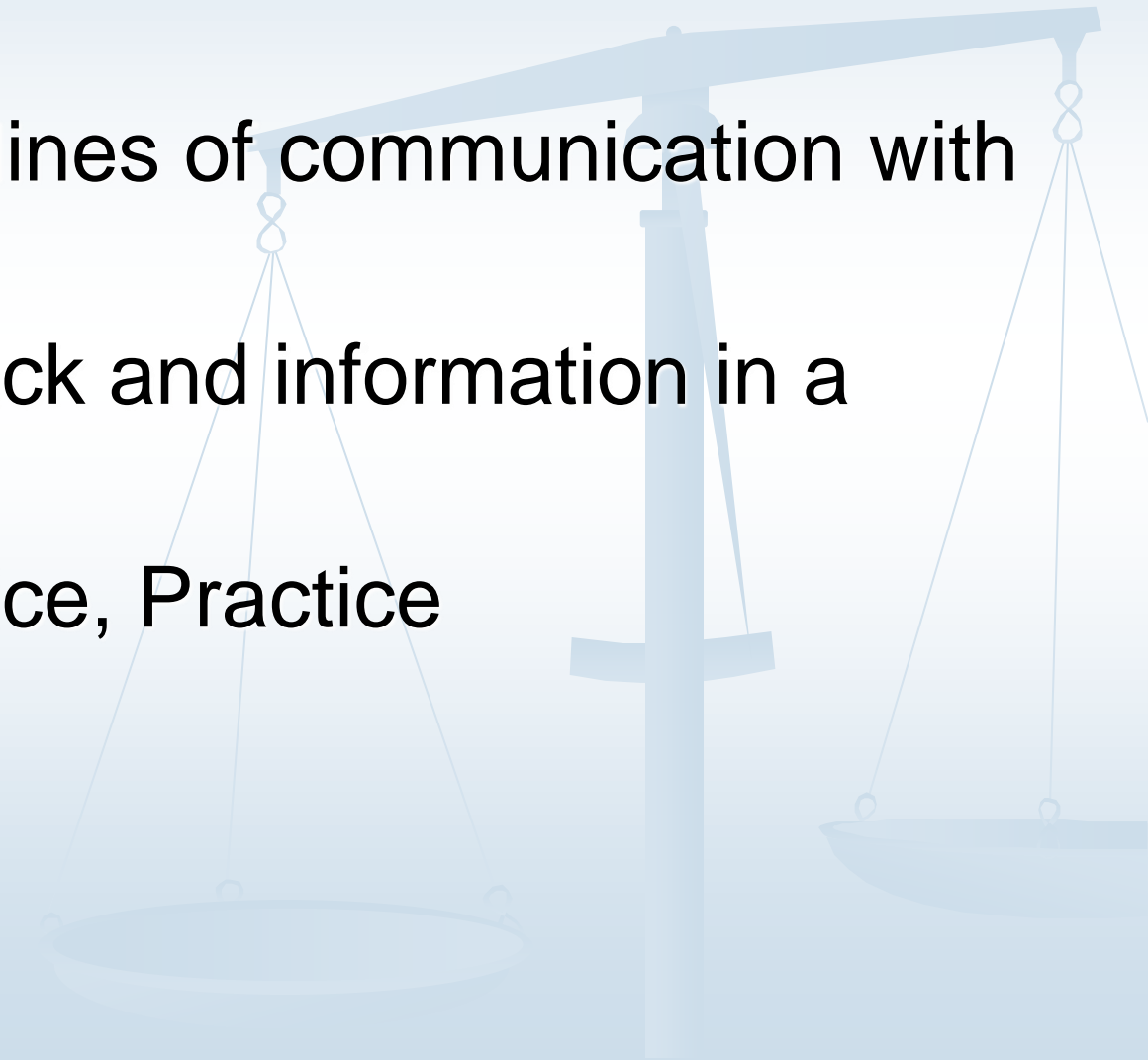
Prepare Court Data

- **Cleaning up parties on cases**
 - Insure attorney records have correct bar number
 - Eliminate duplicates
 - Request assistance from AOC
- **Review image security**
 - Evaluate security levels



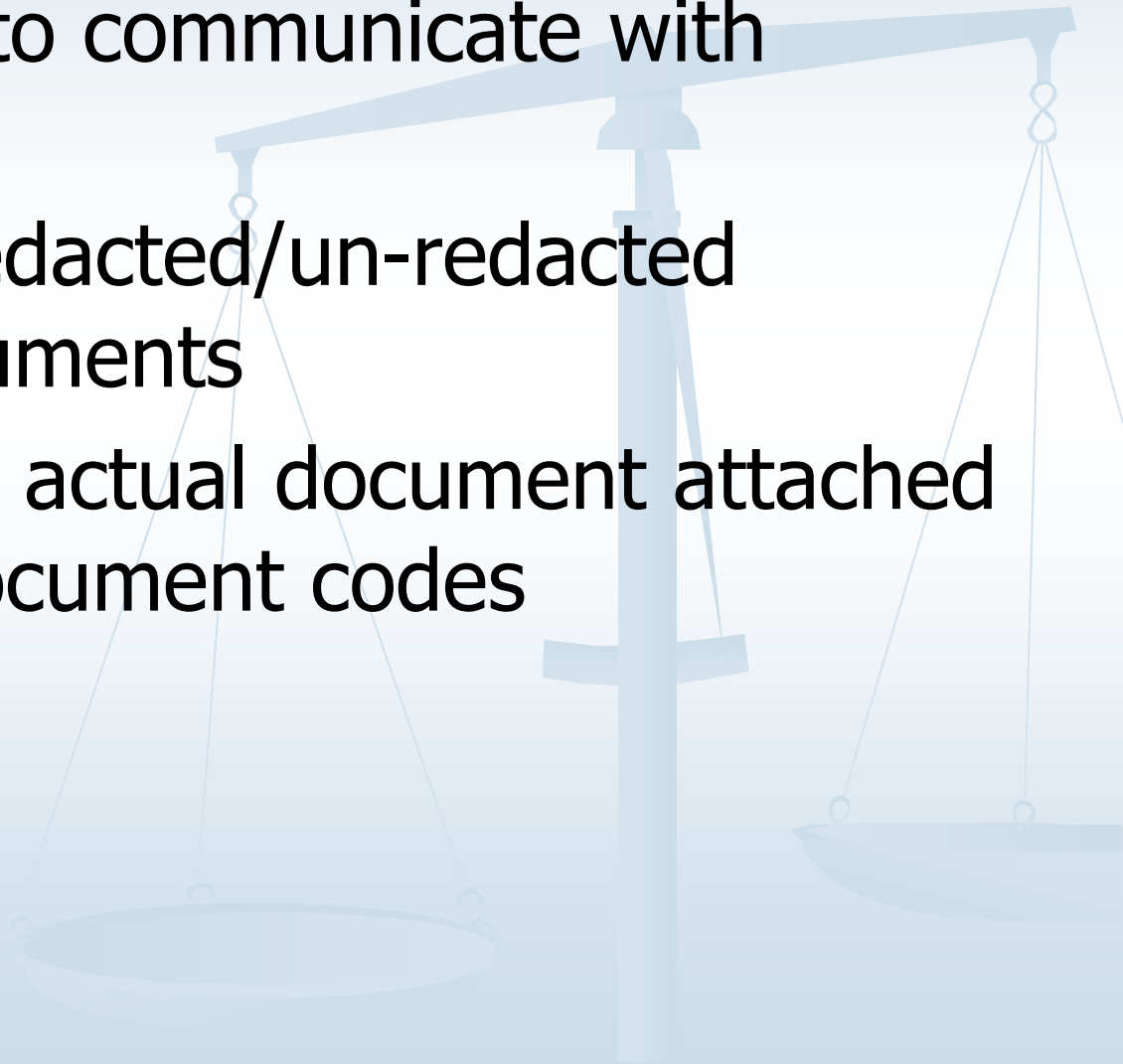
eFiling Implementation

- Attend training
- Maintain good lines of communication with vendors
- Provide feedback and information in a timely manner
- Practice, Practice, Practice



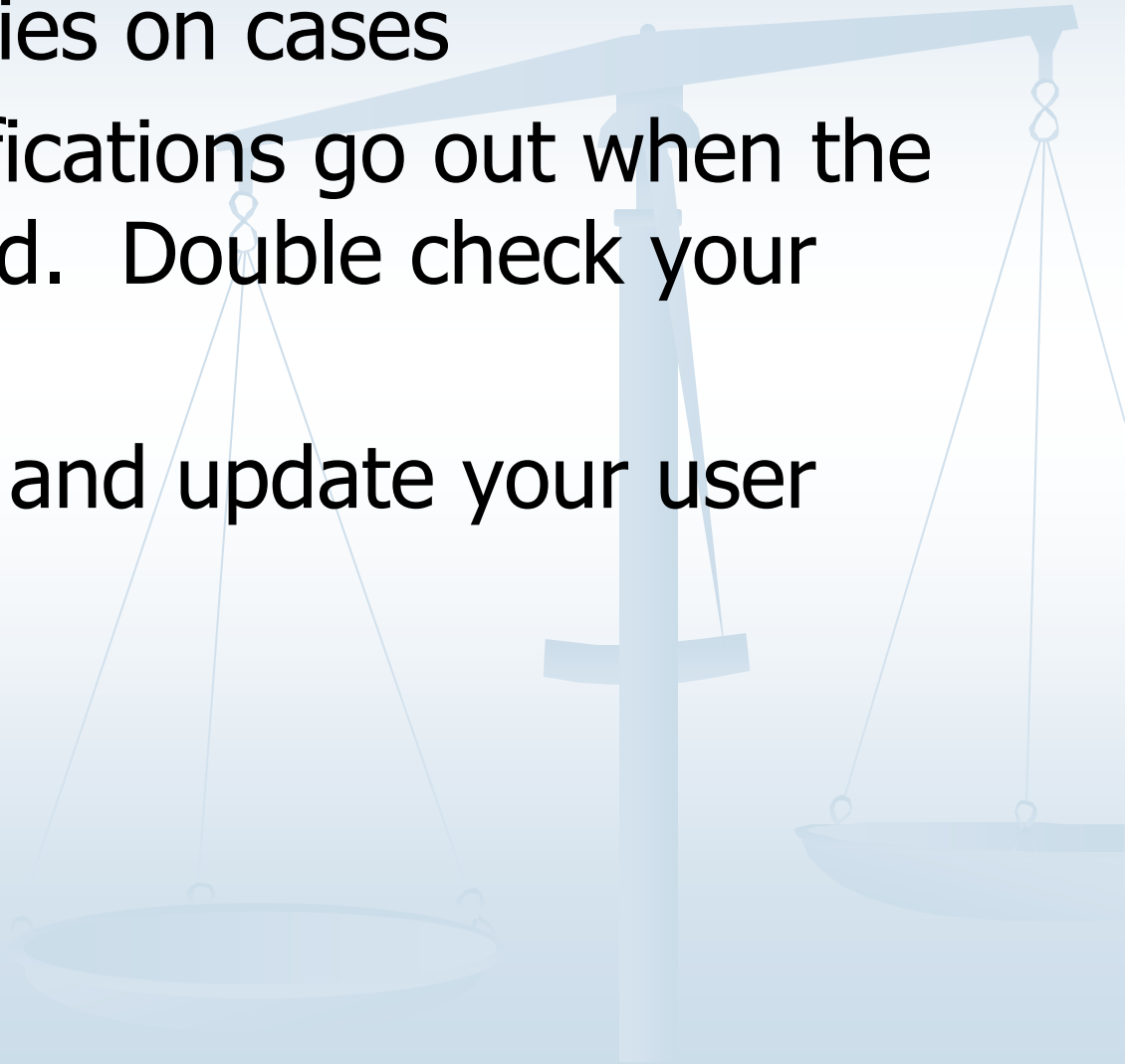
General Tips

- Use note fields to communicate with eFilers
- Be mindful of redacted/un-redacted versions of documents
- Pay attention to actual document attached to filings and document codes



General Tips

- Check your parties on cases
- Remember notifications go out when the filing is approved. Double check your work.
- Routinely verify and update your user profile.



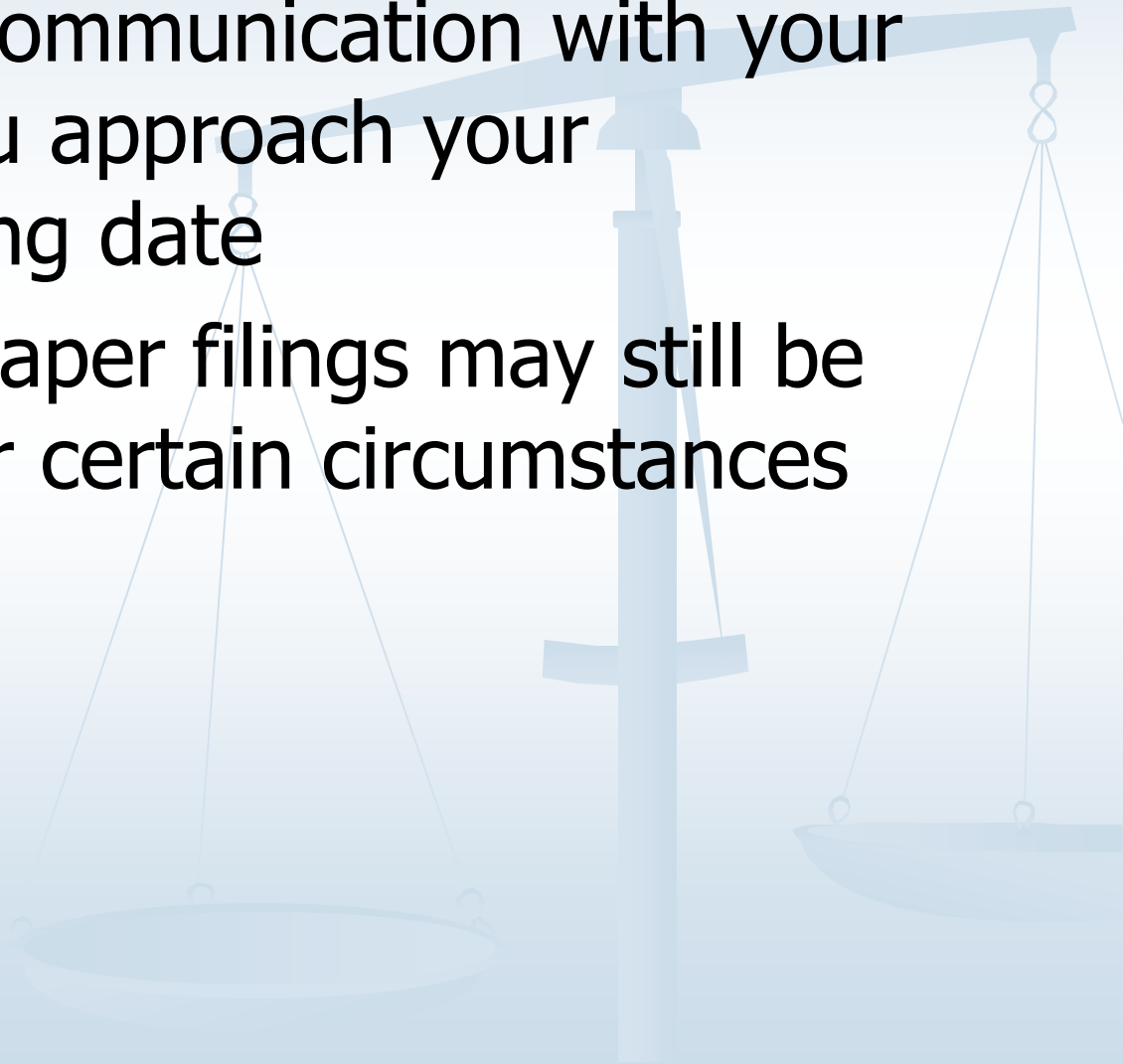
General Tips



- Remind attorneys they have a responsibility to inform opposing counsel and ensure service delivery
- Confirm that the eFiler is listed as a party on the case in CONTEXTE, otherwise they will not receive the NEF

General Tips

- Maintain good communication with your attorneys as you approach your mandatory eFiling date
- Be aware that paper filings may still be necessary under certain circumstances



Questions?

