Welcome

Implementing electronic filing requires the use of Contexte internal imaging. When courts start receiving electronic documents, courts must give special care to the quality of the electronic documents. This session will provide tips on how to ensure that scanned documents, image resolution, and electronically filed documents will stand the test of time.

Scanner Requirements

- TWAIN compatible driver
  - Included with installation CD packaged with scanner
  - Obtainted though manufacturer's website on the scanner
  - http://twain.org/about-twain/find-certified-drivers-2.html

- USB 2.0 or 3.0 connection

Can be found at:
https://courts.arkansas.gov/administration/acap/contexte/cost/system-requirements

Scanner Recommendations

- High-capacity for large paper volume courts:
  - Canon DR-7580 or equivalent (expensive; premium model)
  - Canon DR-7580 or equivalent (expensive; premium model)

- Standard-capacity for smaller volume courts:
  - Canon DR2510C or equivalent

Can be found at:
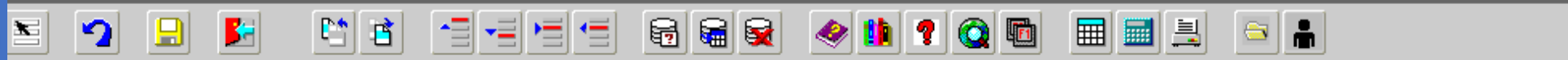https://courts.arkansas.gov/administration/acap/contexte/cost/system-requirements

Tips / Tricks

- Try different scanning settings
  - Gray Scale to replace color
  - Enhancement setting to make pencil visible
- 300 DPI Resolution
  - Keeps file size small but still clearly readable
- Skip blank pages
- Avoid multipurpose devices if you have a large office.
- Do your research before you purchase.
  - Consider court volume and growth
  - Brands or companies that have been in the printer/scanner business the longest and will last longer

Contexte Imaging

Scanning v Importing

- Importing similar to eFlex process
- Importing you will need to create folder on desktop

- Scanning becoming more limited
- Technical Verification needed by AOC

Creating Folder On Desktop

- Right click on the desktop, select New then Folder.
  - Name the folder something easy to locate, you will save the saved or scanned documents in this folder to upload to the case.

- Save or Scan documents to yourself

- Open the document and "Save As" (Must be saved as PDF format) in the new Scan folder.

- Rename the document so that it can be easily located to be uploaded to the filing/case.

Creating Folder On Desktop

Eflex Imaging

- Document Category
- Document Type
- Browse Location
- Add

AOC Storage

- Unlike storing documents on paper, micro-film, take or floppy disk; digital copied do not degrade or discolor over time!

- Redundant Array of Independent Disks (RAID) level 6.

- Data spread across 84 disks.

- AOC is alerted is a singled disk enters a pre-failure state and it can be replaced within 4 hours of even starting to go bad.

- In 5 years 1 disk has gone bad.

- With multiple back up solutions stored off site and a similar array at the Disaster Recovery site, loss of images is extremely remote.
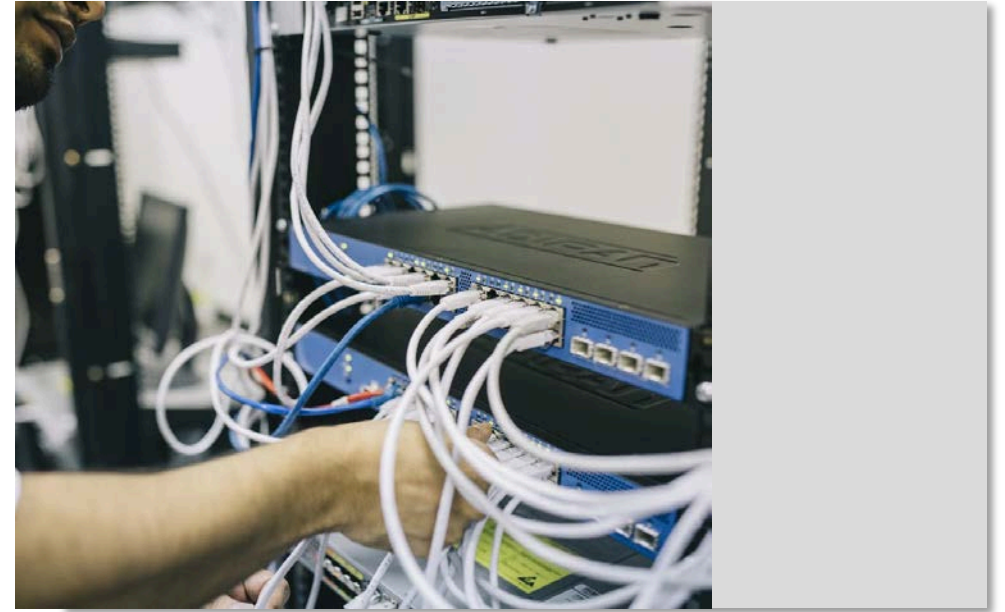
Let's Talk Redaction

- The Supreme Court Committee on Automation selected Computing System Innovations (CSI) to provide an electronic document redaction solution for the Arkansas Judiciary.

- For additional information about CSI or to request a quote, contact:

  Henry Sal, Jr.
  Danielle Klinger
  Glen Johnson
  Trey Pickett

- If a Court has begun contract discussions with CSI, please send a notification to ACAP.HELP@arcourts.gov to request an AOC project. Include the pending contract information.

Redaction Changes You May Notice

- Six new content types have been added to context.

Image Level	Access Levels	Where Viewable
3 (REDACTPUB)	Image is not accessible to Public	Only Available with proper security on ICC *Security levels > 2 are not accessible to Public* *Returned image content type is PUBREDACT*
3 (REDACTCORT)	Image is not accessible to Public	Only Available with proper security on ICC *Security levels > 2 are not accessible to Public* *Returned image content type is CORTREDACT*
3 (REDACTNPUB)	Image is not accessible to Public	Only Available with *proper* security on ICC *Security levels > 2 are not accessible to Public* *Returned image content type is NPUBREDACT*
1 (PUBREDACT)	Returned image after redaction Public Access	Available on all PCC, CCC and ICC
2 (CORTREDACT)	Returned image after redaction Public Access Controlled public access. Case is not accessible to the public outside the courthouse	Only Available on CCC and ICC
3 (NPUBREDACT)	Returned image after redaction Case is not accessible to Public	Only Available with proper security on ICC *Security levels > 2 are not accessible to Public*

- If court has contract with CIS using the content types in Contexte or eFlex will trigger the image to be sent for redaction services.
- Courts who are not contracted and use the content types will receive an email letting them know redaction was **not** complete.
- Clerk will simply need to correct content type.

Questions?

Thank you for attending!

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Where do I go next?

Break 11:00-11:15

11:12-12:00

- In this same room: **How do we get to an electronic record on appeal?**

- Main Room: **Avoiding Roadblocks with Legislative Audit**

- Consulate II: **Provide your input in the form of a user story to help the Modernization Project!**

Lunch 12:00-1:00