

# RECALCULATING ROUTE

## MAPPING THE WAY TO MODERN CASE MANAGEMENT

### Panelists

Candace Edwards, Craighead Co. – Circuit Clerk  
Kristie E. Womble, Garland Co. - Chief Deputy Circuit Clerk  
Kelly I. Purifoy, Garland Co. -District Deputy Clerk  
Kelly Harris, Crawford Co.-Deputy Circuit Clerk



eFLEXPERTISE

ACAP SYSTEMS CONFERENCE 2018

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Presented By: LESIA HILL AND TIFFANY EDGE



# Meet Our Panelists

Kristie E. Womble

Garland Co - Chief Deputy Circuit Clerk

Kelly I. Purifoy

Garland Co. -District Deputy Clerk

Kelly Harris

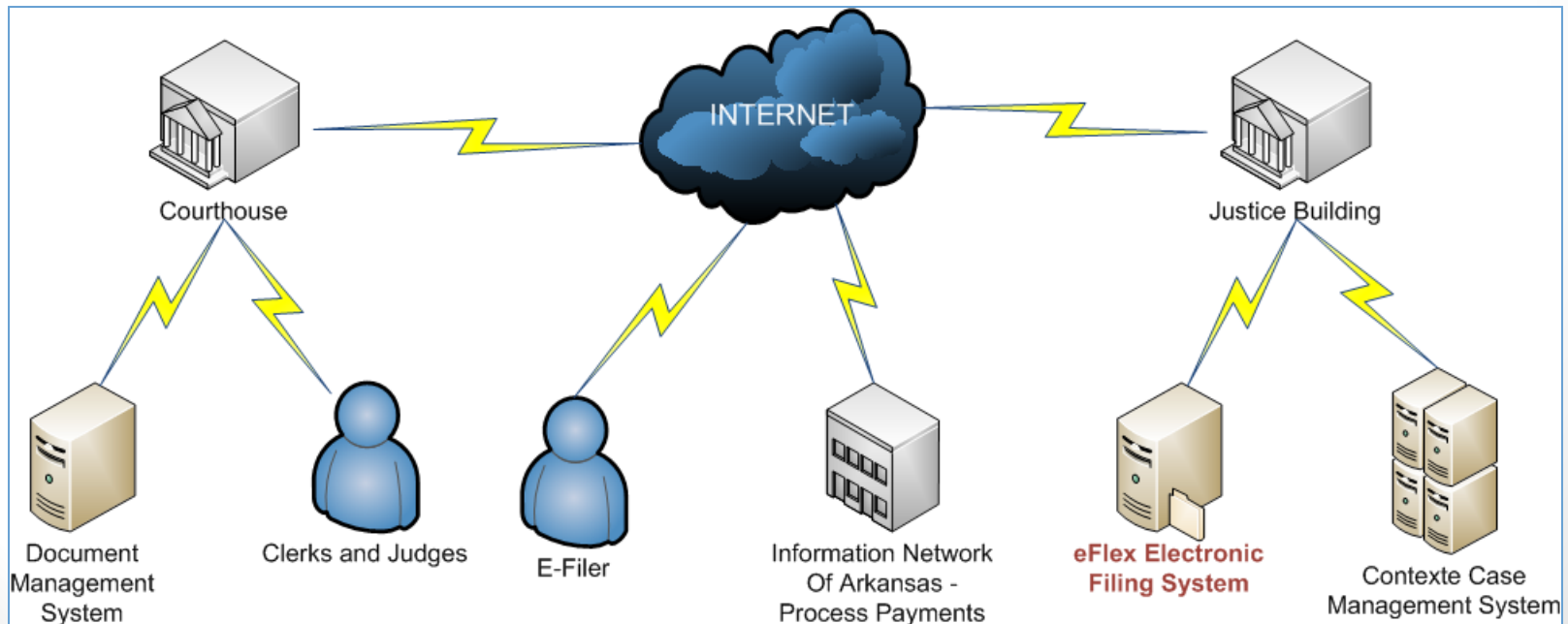
Crawford Co.-Deputy Circuit Clerk

Candace Edwards

Craighead Co. – Circuit Clerk

# What is “Electronic Filing?”

The electronic submission  
of a digitized document  
to the Court  
via upload  
from the registered filer’s account.



# Why eFiling?

- Convenience
  - Access 24/7
  - Available anywhere via Internet
  - Concurrently available to many people
- Efficiency
  - Improve efficiency
  - reduce paper-handling, routing and required copies
  - reduce wait-times for notification
  - reduce paper, postage and courier expenses
  - view case histories
  - check status of submissions
  - access service lists



# The driving forces behind eFiling



Order 19. Access to Court Records



Order 19.1. Redaction in Court Administration Records



Order 21.—Electronic Filing



# Arkansas Courts Currently Electronic Filing

## Circuit Courts

Baxter County Circuit Court  
Benton County Circuit Court  
Boone County Circuit Court  
Craighead County Circuit Court  
Crawford County Circuit Court  
Faulkner County Circuit Court  
Garland County Circuit Court  
Grant County Circuit Court  
Hot Springs County Circuit Court  
Lonoke County Circuit Court  
Marion County Circuit Court  
Miller County Circuit Court  
Newton County Circuit Court  
Pulaski County Circuit Court  
Searcy County Circuit Court  
Van Buren County Circuit Court  
Washington County Circuit Court

## District Courts

Hot Springs District Court in Malvern  
Garland County District Court

## Arkansas Supreme Court and Court of Appeals



## 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



- Request via letter to : Marty Sullivan, Director
  - Administrative Offices of the Courts
  - 625 Marshall
  - Little Rock, AR 72201



# Equipment Considerations

- Existing equipment used for Contexte is adequate
- Computers, Laptops, Monitors
  - To view cases from the bench
  - To set up scanning station(s)
  - Dual monitors for ease of viewing
- Wi-Fi/Electrical Outlets
  - In courtroom
- Scanners
  - Standard-capacity for small volume:
    - Canon DR2510C or equivalent
  - High-capacity for large volume:
    - Canon DR-7580 or equivalent (premium model)
    - Canon DR-M160 or equivalent (mid-range model)








# Filer Registration

- Attend Online Training
- Mail in payment of \$100
- Request an Account


ARKANSAS JUDICIARY
ELECTRONIC FILING

**ELECTRONIC FILING  
REGISTRATION PROCESS**

If you are an attorney in good standing who is licensed to practice law in the State of Arkansas, or an attorney from another jurisdiction who has been admitted *pro hac vice* on a case in a court with electronic filing, or if you are a self-represented litigant appearing *pro se* in a particular case in which the court has mandated electronic filing, you must follow these steps to become a registered user of the electronic filing system.

<b>Online Training</b>	<b>Step 1:</b> Attend one hour of online training (qualifies for one hour of CLE). Register for training at <a href="http://www.tybera.com/support/arkansas-support/">http://www.tybera.com/support/arkansas-support/</a>
<b>Account Registration Fee</b>	<b>Step 2:</b> Mail a one-time account registration fee of \$100, payable to the "Bar of Arkansas" to the following address: <b>Electronic Filing Registration Administrative Office of the Courts 625 Marshall Street, Justice Building Little Rock, AR 72201</b> <ul style="list-style-type: none"> <li>All Attorney requests must include name, bar number, and email address with check</li> <li><i>Pro hac vice</i> attorneys must also include a letter of good standing from their local bar</li> <li><i>Pro Se</i> filers must also include an Affidavit in Support of Pro Se Request for Electronic Filing Account available at: <a href="https://efile.aoc.arkansas.gov/eflexResources/Affidavit%20for%20Pro%20Se%20Filer.pdf">https://efile.aoc.arkansas.gov/eflexResources/Affidavit for Pro Se Filer.pdf</a>.</li> </ul>
<b>Request An Account</b>	<b>Step 3:</b> Request an account online and "Accept" the Electronic Filing Account Request User Agreement at <a href="https://efile.aoc.arkansas.gov">https://efile.aoc.arkansas.gov</a>
<b>Payment Terms</b>	Payment for electronically filed documents with associated fees may be made by eCheck, Visa, MasterCard, Discover or INA Account subscription. (visit <a href="https://www.ark.org/subscribe/index.php">https://www.ark.org/subscribe/index.php</a> )
<b>eFiling Waiver</b>	Conventional filing is permitted for disabled, self-represented, or those with special needs. Attorneys representing indigent litigants may request fee waivers in eFlex.
<b>Questions?</b>	For more information about eFiling and court automation, please visit <a href="https://courts.arkansas.gov/acap">https://courts.arkansas.gov/acap</a> If you have questions or need help with registration or training, please contact AOC by e-mail at <a href="mailto:courts.efiling@arcourts.gov">courts.efiling@arcourts.gov</a> or call (866) 823-5778, option 1.

11/07/17 1:00 PM

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# Before eFiling...





## Electronic Filing

# After eFiling!

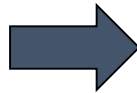




# eFiling Road Map

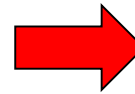
## Filer

The screenshot shows the homepage of the Arkansas Judiciary eFiling system. At the top, there is a navigation bar with links for 'Welcome', 'Terms of use', 'Privacy policy', 'Payment policy', and 'Support'. Below this is a banner for 'STAGING - QUIZ - ELECTRONIC FILING'. The main content area features a 'Log In' section with fields for 'User Name' and 'Password', and a 'Log In' button. There are also links for 'Forgot Your Password?' and 'Forgot Your User Name?'. A 'New Users' section includes a 'Request Account' button. The page also contains a 'Welcome to the Arkansas Judiciary's e-filing website.' message, 'Password Assistance Information', and a 'List of participating courts'.



## Clerk Review

The screenshot shows the 'Clerk Review' page of the Arkansas Judiciary eFiling system. It features a banner for 'STAGING - QUIZ - COURT REVIEW'. The main content area has a 'Log In' section with fields for 'User Name' and 'Password', and a 'Log In' button. There are also links for 'Forgot Your Password?' and 'Forgot Your User Name?'. A 'New Users' section includes a 'Request Account' button.



## Contexte

The screenshot shows the 'Contexte FE Login Page' for 'CONTEXTE 5.2 (PROD)'. It features a 'Log In' section with fields for 'User ID', 'Password', 'Database' (set to 'PROD'), 'Environment' (set to 'PROD\_Contexte\_Application'), 'ColorScheme' (set to 'khaki'), and 'Resolution' (set to '1024x768'). There are 'Submit' and 'Reset' buttons. To the right, there are 'CONTEXTE PASSWORD RULES' listed as follows:

1. Passwords cannot contain your username.
2. Passwords must be at least 8 characters long.
3. Passwords must contain at least one number or special character, such as # or \*, but may not contain @, \$, %, |, or &.
4. Passwords cannot begin with a number or special character.
5. Passwords expire after 90 days; the application will start prompting you to change your password seven days prior to the expiration date. Once you change it, it will not need to be changed for another 90 days.
6. Passwords cannot be reused.

Below the login section, there is a section titled 'The application will be unavailable for routine maintenance at the following times:' with the following schedule:

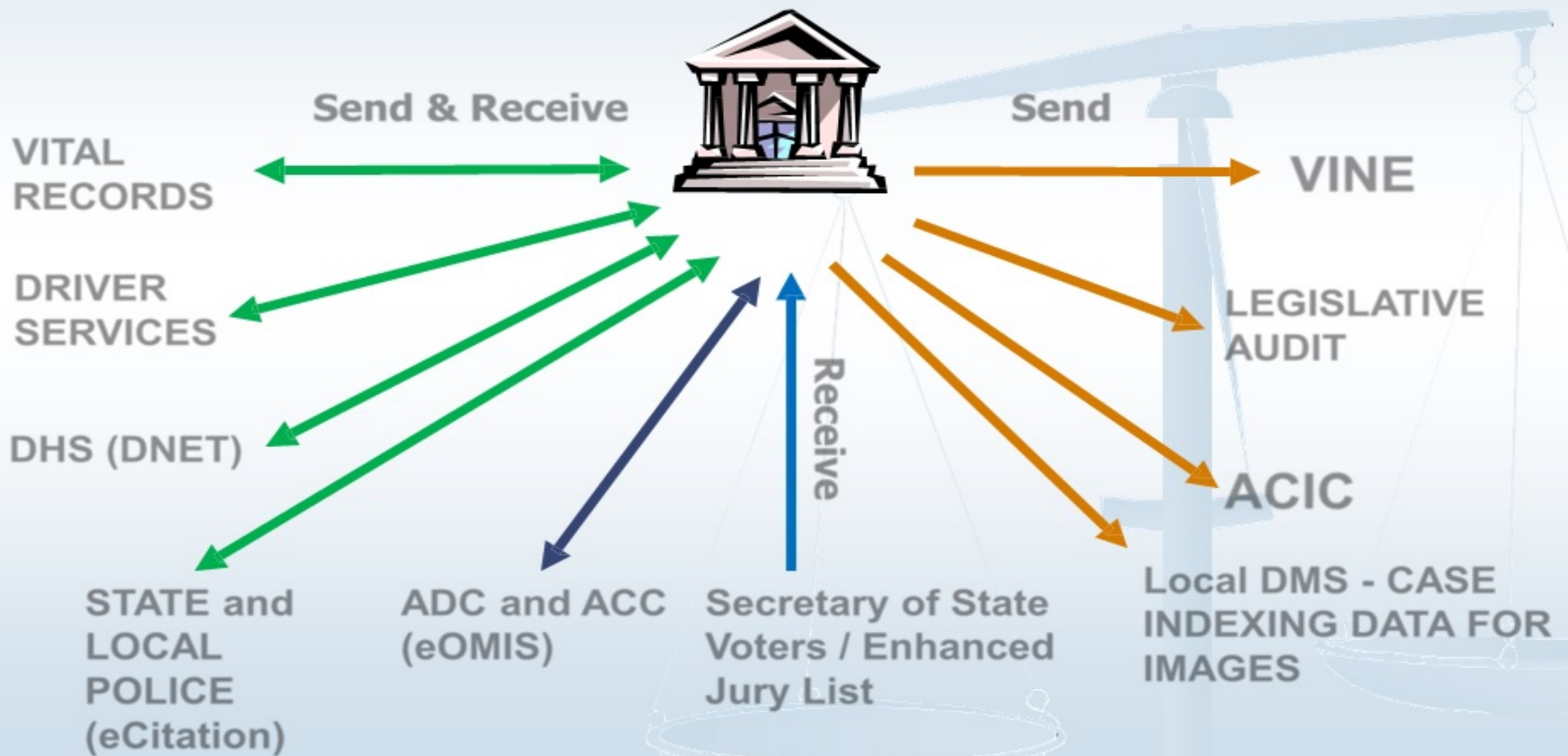
1. Monday - Friday from 12:30AM to 2AM
2. Saturday from 10PM to Sunday 12PM (Noon)

At the bottom, there is a section titled 'Upcoming Special System Downtime Advisories And Announcements'.



Good Data begins with YOU.

# DATA SHARING



Data Quality begins with YOU.

*Thank YOU*

*for all you do*

*to ensure data quality*

*in the Arkansas*

*Judiciary system.*

# Questions?

*In recent years, our judicial system has made great use of modern equipment, but our technical systems are incomplete and incompatible with other systems utilized in the courts and state government. Obviously, **uniform and effective automation of the courts of this state will increase the cost effectiveness and the efficiency of our courts, as well as improve the quality of justice available to our citizens.***

*It is our intention, ultimately, to develop a comprehensive plan that would provide compatible equipment throughout the judicial system.*

*Supreme Court of Arkansas*

*November 19, 1990*

