

Hamilton County Municipal Court

Technology Plan



Pursuant to Ohio Superintendence Rule 5(E) the Hamilton County Municipal Court has prepared this Technology Plan. Court customers can consult this plan to learn about what technical tools the court has to assist them.

Tool and/or Product Name	Purpose	Implementation and Instruction	Notes
Case Management System (CMS)	Case Management software Docket information on cases.	Implemented in all offices and courtrooms.	Maintained by Proware.
BIS Digital Audio Recording	Audio and video recording of hearings.	Implemented in all trial rooms Court staff have been instructed on operation.	Multi-site backup solution for recordings Transcripts are possible. Contact Court Reporter's Office at 513-946-5400.

For The Record (FTR)	Audio recording of hearings.	Implemented in all arraignment and hearing rooms. Court staff have been instructed on operation.	Multi-site backup solution for recordings Transcripts are possible. Contact Court Reporter's Office at 513-946-5400.
Promethean (Smart Board Devise)	Interactive evidence presentation.	One devise per floor.	Training classes have been provided to court personnel.
Media Presentation Devise	Evidence presentation, Zoom sessions.	One devise per trial room.	Computer able to display media on a 55" TV screen. Can also be used for Zoom sessions.
Skype	Video conferencing for after hours search warrants.	Each Judge has the option to use during their duty week.	Police officers go to the Clerk's Office for the process. The duty judge uses an iPad for their part of the process.
Zoom	Video conferencing directly with courtrooms and Mediation sessions.	A link with instructions is emailed to participants.	Used occasionally for court proceedings. At Judge's discretion
Telephones	Telephonic interpretation with Polycom conferencing hardware	Implemented in all courtrooms. Scheduled by Language Services Administrator	
Fax	Sending and receiving fax messages.	In place in the administrative staff area and is shared device for court.	Each courtroom has it's own dedicated fax number.

Miscellaneous vendors	Office phones, email.	Implemented in all offices and courtrooms. Maintained by vendor or County IT Department.	Court staff directory with phone numbers and email capability see: https://hamiltoncountycourts.org/index.php/court-administration/
Court Website	Information about Municipal Court	Maintained by the court. Includes information about the courts and judges, court contact information, links, legal resources.	Address https://www.hamiltoncountycourts.org/
Clerk Website	Information about Municipal Court cases	Maintained by the Clerk of Courts. Includes information about case information.	Addresses https://www.courtclerk.org
E-Filing with Clerk of Courts	Municipal Civil Cases only	Integrated with the Court's CMS.	See Clerk of Court website for more information: https://www.courtclerk.org
JSI	Juror notification	System notifies jurors when they need to report for service by texts and phone messages.	Operated by Jury Commissioner's Office
Assisted Listening Devices	Allow those who are hearing impaired to fully participate in court proceedings.	Available in each courtroom for those who are hearing impaired	

Wi-Fi	Internet access for court customers.	Implemented in courtrooms. The Court Administrator hands out policy document that contains the password.	Backups to the in-house Wi-Fi may be available in the form of Verizon mi-fi units.
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Future plans:

The Court is in the process of moving the License Intervention Program operations into the existing CMS, expanding e-filing to Municipal Criminal and Traffic cases, and developing an e-Citation process that will integrate with law enforcement records management systems.

For More Information:

Contact Municipal Court at 513-946-5200