

# Hamilton County Municipal Court

## Technology Plan



Pursuant to Ohio Superintendence Rule 3.03 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                                                                                                                       |
|-------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Case Management System (CMS)</b> | Case Management software<br>Docket information on cases. | Implemented in all offices and courtrooms.                                    | Maintained by Proware.                                                                                                      |
| <b>BIS Digital Audio Recording</b>  | Audio and video recording of hearings.                   | Implemented in all trial rooms Court staff have been instructed on operation. | Multi-site backup solution for recordings<br><br>Transcripts are possible. Contact Court Reporter's Office at 513-946-5400. |

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|----------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>For The Record (FTR)</b>            | Audio recording of hearings.                                        | Implemented in all arraignment and hearing rooms. Court staff have been instructed on operation. | Multi-site backup solution for recordings<br><br>Transcripts are possible. Contact Court Reporter's Office at 513-946-5400. |
| <b>Promethean (Smart Board Devise)</b> | Interactive evidence presentation.                                  | One devise per floor.                                                                            | Training classes have been provided to court personnel.                                                                     |
| <b>Media Presentation Devise</b>       | 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.                                      |
| <b>Skype</b>                           | 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.        |
| <b>Zoom</b>                            | 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                                                              |
| <b>Telephones</b>                      | Telephonic interpretation with Polycom conferencing hardware        | Implemented in all courtrooms. Scheduled by Language Services Administrator                      |                                                                                                                             |
| <b>Fax</b>                             | 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.                                                                           |

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|--------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Miscellaneous vendors</b>         | 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: <a href="https://hamiltoncountycourts.org/index.php/court-administration/">https://hamiltoncountycourts.org/index.php/court-administration/</a> |
| <b>Court Website</b>                 | Information about Municipal Court                                               | Maintained by the court. Includes information about the courts and judges, court contact information, links, legal resources. | Address <a href="https://www.hamiltoncountycourts.org/">https://www.hamiltoncountycourts.org/</a>                                                                                                                  |
| <b>Clerk Website</b>                 | Information about Municipal Court cases                                         | Maintained by the Clerk of Courts. Includes information about case information.                                               | Addresses <a href="https://www.courtclerk.org">https://www.courtclerk.org</a>                                                                                                                                      |
| <b>E-Filing with Clerk of Courts</b> | Municipal Civil Cases only                                                      | Integrated with the Court's CMS.                                                                                              | See Clerk of Court website for more information: <a href="https://www.courtclerk.org">https://www.courtclerk.org</a>                                                                                               |
| <b>JSI</b>                           | Juror notification                                                              | System notifies jurors when they need to report for service by texts and phone messages.                                      | Operated by Jury Commissioner's Office                                                                                                                                                                             |
| <b>Assisted Listening Devices</b>    | Allow those who are hearing impaired to fully participate in court proceedings. | Available in each courtroom for those who are hearing impaired                                                                |                                                                                                                                                                                                                    |

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|--------------|--------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Wi-Fi</b> | 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. |
|--------------|--------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

### **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