

INITIATION

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
2	designate court type				
4	designate case type				
4	designate a location type				
3	generate a case profile and register of actions for a specific case				
4	assign a unique case number automatically				
3	assign a unique case number manually				
1	partially initiate a case and flag for completion				
2	provide a universal case initiation screen				
2	apply precase information to another case				
3	add additional phone numbers and addresses and emails				
4	apply case confidentiality at case initiation (sealing a case)				
4	assign parties to a case such as: judge, district attorney, public defender, attorney, or other court resources at case initiation				
3	delete a case				
1	transfer information, money, images from one case to another				
4	automatically recognize if a person exists in the system by name DOB, SID, race				
4	add new person when the person doesn't exist on the system				
2	enter new state statutes not on file				
4	enter one statute per count				
2	create case jacket labels				
4	store and use demographic data of case participants				
3	link and maintain multiple cases for the same individual				
2	link and maintain multiple cases for the same criminal incident				
2	create case flows/templates				
4	capture the tracking numbers of other justice agencies searchable format				
3	enter and maintain current and historical addresses with effective dates, including electronic mail addresses and telephone numbers for texting				

INITIATION

4	apply roles of each party on a case (i.e. plaintiff, defendant, witness etc.)				
4	assign multiple parties to a case – unlimited parties				
4	have multiple defendants on a case with a single case number				
1	associate multiple alias names				
4	Audit trail for all changes				
3	support person identifier carried over from law enforcement agency (arresting tracking number, agency file number, District Attorney file number, Bond number etc.				
4	Provide a train the trainer for all features of the system				
3	include as identifiers but not limited to name, DOB, aliases, last name, business name, business, dba, driver’s license, SSN, other government ids.				
4	define associations between participants				
3	allow simultaneous updating participant data on all active cases				
3	allow simultaneous updating historic participant data				
2	identify and flag jury trial request				
3	escrow money for jury trial request				
3	assign fees based on what was assessed in court by the judge				
4	add disposition information criminal/traffic case types				
2	identify cases e-filed				
3	add a party to a case and allow for long names such				
3	set indicators that the case needs to be scheduled				
3	link a court activity or court event to a document such as any service				
4	distribute multiple fees based on a single action or docket code				
4	enter charge modifiers (i.e. attempt charges, principle)				
2	reuse officer badge number and keep an audit trail				
2	upload officers schedules traffic				
2	maintain multiple service addresses for parties				
3	have audit trails on all entries				
3	automatically calculate fees based on the filed documents				

INITIATION

2	post pleadings to one party but charge fee to another party per court order				
4	maintain ledgers of deferred/no-cost filing fee at time of filing based on type of filer, i.e. Government, Pauper, etc.				
4	restrict entries to valid dates				
4	Code based descriptions based on existing codes				
3	report criminal and traffic dispositions information to Louisiana Supreme Court				

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	Charge a "surcharge" on credit and debit transactions				
3	Make corrections with audit trail				
2	Export to Word, Excel PDF etc.				
2	Give detail of online payments				
4	Accept cash, money order and debit and cards				
2	Scan money orders into the system				
3	Break down each code				
3	Produce an end of day balancing report				
3	Refund credit and debit cards				
3	Void a receipt				
2	Have standard court cost already in the system				
3	Have detail reports with case numbers				

CASE PROCESSING

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	update multiple cases for a single party				
4	maintain a history of all changes				
3	distinguish between amended charges and corrections to a data entry error				
3	change charge description when charges are revised legislatively with effective dates				
2	set indicators that a case needs to be scheduled for hearing or review based on established rules for timing				
4	produce subpoena, writs, citations and other documents from WORD templates				
2	associate multiple cases together				
3	provide a standardized format for data entry of case and court events including but not limited to hearings, trials, dispositions, and sentence information				
3	provide a way to archive/unarchive a case				
3	copy data from one case to another				
3	do case consolidation and follow through all cases consolidated and unconsolidated				
2	provide real time prompts and or edits for required information to ensure accurate and consistent entry of all court and case events				
3	enter an amended or reduced count on the same count				
2	set case aging standards by case type				
1	link a court activity or court event to a document and view the document				
2	have optional print and reprint documents in batch and real time				
2	generate case flow management reports				
1	flag overdue cases based on case aging				
2	track pleas on individual charges				
2	permit entries of judgments/minutes for multiple participants at a hearing/trial and to enter the conditions/results for each participant				
1	record the assignment of various case participants				
2	prevent a case from being closed if there is a pending action and notify the clerk				

CASE PROCESSING

2	record which participants were involved in a specific court activity				
1	calculate the number of days between any events of the case				
3	apply laws regarding sealed and expunged cases and seal defendant, docket entries, charges, minutes, etc				
2	cross-reference cases that have been (court-ordered) consolidated criminal relationship between Affidavits of Probable Cause, Warrants, Bonds, and Bills of Information/Indictments				
2	establish and assign case management tracks using sequences of events, milestones, and due dates				
3	permit user-definable docket codes and descriptions				
2	be able to accept electronic evidence, such as PowerPoint presentations, engineering diagrams, and other forms of electronic recording or imaging				
2	provide flexible options for viewing or printing the docket, including the filtering of types of docket entries				
1	be able to link cases related to a parcel of land or land use project				
1	generate letters based upon filing errors eg, incomplete filing document, payment error, and returned check (NSF)				
2	permit entry of multiple docket entries for an event using defined, table-driven codes and freeform memo fields				
2	mass event update capability and mass minute entries				
3	Ability to manage the movement and chain of custody of exhibits, files, and evidence within the courts				
3	capture specific disposition information for all case types				
3	link dispositions to the specific individual defendant to which they apply				
2	apply State ADR codes (Automatic Case Filing Reports for the Louisiana Supreme Court)				
2	capture but not limited to the following civil disposition types: jury trial, bench trial, summary judgment, default judgment, arbitration award, settled				
3	capture and report criminal disposition information to the Louisiana Supreme Court				

CASE PROCESSING

2	provide expungement orders to appropriate agencies electronically				
3	provide expungement of single defendants on multi-defendants cases				
3	provide expungement of single defendant's minutes on multi-defendants cases				
3	provide expungement of single defendant's charges on multi-defendants cases				
2	track and count the drug and alcohol use of criminal adult or juvenile person SPECIAL CONDITIONS TRACK				
2	alert user when private notes or comments exist on a case, subject to the viewing privileges established				
2	generate court hearing notices automatically, based on the scheduling of future court events allowing manual overrides; both on paper and electronically				
2	select parties individually to receive a notice of hearing				
2	generate a single notice for an attorney who represents multiple parties or cases				
2	provide automatic e-mail notification or texting of scheduled events				
2	provide workflow navigation for proper sequence of events and proper timing requirements for all case types				
2	allow the user to select which participants will receive the documents generated as a result of a specific action				
2	allow documents to be generated as a result of a specific business rules				
2	set up in advance actions or activities that will occur upon the filing of a particular document				
2	copy minutes, entries, dispositions from case to case				
2	correct data entry errors and resubmit for entry on the system				
2	search the system for all cases that an attorney may have opened or filed an appearance upon				
2	search by any and all data fields				
2	search system by court type and location type				
3	calculate customer's cost (civil cases) including a place to add mileage costs for returns of service based on zip code				

CASE PROCESSING

3	search for a payment/check number to find a case number to see if it has been processed				
2	track each judgment per litigant				
2	track the amount of time from filing to disposition				
2	add fees to case when assessed				
2	re-report, to Louisiana Sumpreme Court, disposition of cases if changed				
3	generate appropriate forms depending on disposition of case (commitment, "pen" letter etc)				
2	create a docket entry for service				
2	generate notice of problem with filings				
3	Provide expungement of a select charge or charges in the event of a partial expungement				

SCHEDULING

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
2	support multiple courts, locations and outside agencies				
3	schedule single, related, consolidated, and/or multiple cases				
2	assign a judge to an individual court event or to all court events related to a case				
3	assign a recurring block schedule for a specific case-type or event such as DUI, Arraignment, motions				
3	set a maximum number of cases that can be assigned to a block schedule				
3	override the maximum number of cases that can be assigned to a block schedule				
3	reserve a portion of a block for other use				
2	establish block schedules which are specific to various court resources				
2	schedule cases to a room				
3	schedule cases to a judge				
3	manually or randomly assign a judge to a court event				
3	support scheduling rules including but not limited by case type, judges, day of the week, holidays				
2	identify and resolve conflicts when scheduling a case				
2	schedule related cases at the same time				
2	provide the next available court date and time for a case before a specific judge				
2	reschedule blocks (batch) of cases and notify all parties				
2	capture the total number of continuances per case, per judge, per attorney				
2	generate calendars in both summary and detailed formats				
2	customize the format of the court calendar				
2	create daily, weekly and monthly views of calendars				
2	enter/store judge or courtroom availability				
2	link a judge to an event although the judge is not the presiding judge				
2	define specific availability by hours and by day of the week for each judge				
2	schedule by type of event				

SCHEDULING

2	set limits on the number of cases scheduled for the same session with the override the limit				
2	enter and maintain the scheduled date, time or time block, and location (courthouse and courtroom) for an event				
2	select a displayed time slot/session on the online calendar view for greater detail about the scheduled				
2	view daily, weekly, and monthly schedules online and in printed format, including available and scheduled time slots				
2	search court calendars by name of participant (eg, judge, attorney, GAL)				
2	schedule an event over several days				
2	do mass reassignment of a group of pending events from one judge, courtroom, or date to another				
1	allow for business rules for continuances				
1	permit for attorneys to view calendar online access				
2	send EMAIL notification				
1	schedule multiple defendants on same and different days				
2	input comments on a judges court calendar.				
2	set an event for a past court date				

DOCUMENTS

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	support electronic signature of documents				
3	generate documents on demand or batches				
3	implement Document Management with the CMS and e-filing				
4	convert images from current system				
3	process and transmit documents using electronic formats				
3	record the manual or automated reception or transmittal of all documents				
3	provide the option to electronically distribute and receive documents from the internet				
3	require documents to be electronically filed to be submitted in a predefined format				
4	electronically store and index all documents on a case				
2	provide viewers with information about a document (eg, the source of the document, and where the document is located at the moment)				
2	allow documents to be searched by key words or phrases (OCR)				
2	allow a documents to be linked to one or more participants				
2	allow a document to be linked to one or more cases				
3	pull data from database fields to use in generating documents				
1	generate and disseminate administrative documents				
4	redact data on documents				
1	archive data and documents in accordance with approved retention, archiving and destruction policies				
2	store, catalog, and view court orders electronically				
1	generate an inventory of cases destroyed				
4	index and attach scanned documents to a docket entry				
3	generate and route designated documents automatically				
2	generate court hearing notices automatically, based on the scheduling of future court events allowing for manual overrides				
3	select parties individually to receive notices				

DOCUMENTS

3	generate a single notice for an attorney who represents multiple parties				
2	provide automatic notification of scheduled events using email, text messages, etc.				
2	generate documents for defendant by specific sentence codes - ie probation, community service etc in court room				
1	generate documents in an overnight batch				
3	to have generated documents inserted into the DMS				
2	generate PDF version of a docket sheet				
3	generate a water mark on documents				

DISPOSITIONS

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
4	record dispositions of a case				
4	update disposition and sentence information and audit				
3	record when dispositions are reported to LASC				
3	maintain judgment information in civil				
2	utilize a case closure procedure				
4	track changes in charges				
4	track pleas				
4	audit dispositions				
2	record reason for closing a case				
2	generate case closure reports				
4	create and distribute court orders, bench warrants, recalls, notices electronics etc.				
3	distribute post-conviction documents create “Pen letters”				
3	vacate dispositions with an audit trail				
3	asess fines and fees				
2	track specialty courts such as drug court				
2	have list of values for dispositions				
2	assess fees that should be added to a specific offense				
4	make corrections with audit trail				

ACCOUNTING (RECIEPT)

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
4	accept payments above the total cost of filing, advanced deposit				
4	accept range of payment methods, Cash, check, money order, credit/debit card				
4	utilize establish and maintain payment plans				
4	accept multiple payment types per transaction				
4	accept multiple payments for single case				
3	accept single payment for multiple cases limited number of cases				
3	print payment receipts				
2	generate a late payment notice				
3	associate payments with individual parties on a case				
3	process fees associated with non-parties ie Escrow account				
3	record information on payments and other transactions				
3	transfer funds between accounts with audit trail based on permissions				
3	generate receipts with appropriate information for transaction type				
3	distribute electronic receipts; via email				
3	print paper receipts				
3	generate sequential receipt numbers				
2	determine number of cases being addressed with payment				
1	generate single or multiple receipts involving multiple payments for one case				
3	implement a cashier close out process				
3	list transactions and compute totals (daily, weekly, monthly & annually)				
3	record inventory of cash drawer contents				
3	produce discrepancies for imbalances				
3	produce summary cashiering reports				
3	calculate filing fees				
2	invoice for unpaid fees using email				
3	reprint receipt				

ACCOUNTING (RECIEPT)

3	interface with credit card provider				
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ACCOUNTING (BOOKKEEPING)

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	create multiple bank accounts (that is used to issue checks from)				
3	retrieve bank account records				
3	post interest accruals				
3	total and reconcile receipts to calculate bank deposits auto import				
3	calculate and record bank deposits by supervisor only				
3	list bank deposits individual cashier sessions				
3	reconcile bank statements electronically				
3	utilize bank account reporting				
2	manage returned check/cashier checks per case				
3	back off returned check and put case into the negative				
3	maintain case account financial				
3	compute and display costs and fees based on events for a case				
3	accrue charges to a case based on users actions				
2	record financial changes resulting from court orders				
3	maintain tables for costs, fees, fines				
3	preserve transactions while applying corrections				
3	post transactions				
3	generate detailed case account reports; fee by fee				
2	establish a attorney account per case				
2	maintain and track individual case accounts and balances				
1	share information electronically with collection agencies to collect payments				
1	mark a case or party account as inactive				
3	post adjustment; with detailed reason - unlimited size, based on permissions				
3	post and process installment and partial payments				
3	produce transaction lists				
3	generate invoices				

ACCOUNTING (BOOKKEEPING)

3	generate trial balance report				
4	disburse checks with aggregated payments to the same party				
1	provide reports for disbursements electronically				
3	produce pre-check register				
3	produce account/case-based financial reports				
2	produce report of fines and fees waived				
3	maintain general ledger and journals				
2	provide customization of chart of accounts				
3	add and edit chart of accounts				
3	reconcile and balance accounts				
3	not process a payment to have an account would go negative				
4	to void a check issued based on permissions on voided date not issued date				
4	a general journal function (posting NSF redeposits, interest earned etc.)				

FINANCE

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	automatically prioritize the order in which payments will be applied to an accounts receivable using business rules				
2	post all journal transactions				
2	clearly identify UNPAID FEES dollar amounts by case and summary				
3	track changes made with audit trail by user				
2	require all financial transactions to be recorded in the system journals				
3	record the start and end dates of changes made to financial accounts				
2	provide card swipe capture capability				
1	track and deduct a collection fee/percentage when turned over to a collection agency				
1	create payment plans for offenses at a variety of intervals with multiple due dates				
1	check a defendant's current balances, based on permissions, from the courtroom for all cases				
3	balance daily financial transactions				
3	total and reconcile transactions of multiple cashiers and calculate the daily bank deposit				
3	record daily deposits in detail				
2	maintain a log of all checks issued				
1	flag an account receivable as un-collectible				
1	flag an account receivable not billable based on balance				
1	monitor and payout unclaimed funds				
2	allow the distribution of a single payment to multiple cases				
2	create one receipt for multiple cases				
3	MAKE CORRECTIONS WITH AUDIT				
2	manually override the amounts applied with audit tracking				
2	distribute payments by established business rules				
2	track payments associated with individual case parties				
3	generate receipts for fines and fees, as a hard copy or in an electronic format				

FINANCE

3	support receipting, balancing and bank deposits at the cash drawer/register				
3	print a receipt and update the ledger accounts				
3	re-print a copy of a receipt				
2	generate Remittance Reports to agencies electronically				
4	generate all month-end financial reports on demand				
4	generate all year-end financial reports on demand				
4	generate all daily financial reports on demand				
4	produce ad hoc financial reports on demand				
4	produce financial reports by day, month, quarter, half-year, calendar year, a fiscal year, or data range				
4	compare financial information to prior months and years				
3	reduce the fine associated with a citation or commitment				
2	comply with generally accepted accounting principles				
3	support revenue distribution to state and other agencies				
2	define business rules for multiple situations surcharges , additional fees , flat fee, percentage				
3	require manager approval before a transaction can be corrected with audit trail				
3	make a payment to MULTIPLE agencies on the same case				
2	generate IRS form 1099				
2	maintain Tax Identification Number or SSN for attorney and law firms				
2	calculate customer's cost (civil cases) including a place to add in mileage costs for returns of services				
3	search for a payment number (checks, cash & credit cards) to find a case number it had been processed upon				
3	display all accounts and financial detail on a case				
2	pay out different agencies than original agency				
1	type in a partial name of an agency and it automatically comes up				
2	generate criminal & civil disposition reports				

FINANCE

3	set fees and fines traffic, civil and family				
3	prorate disbursement of partial payment of fines and fees				

RECORDS MANAGEMENT

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	track case jackets w/ employee codes				
1	generate indicators for files == inventory of who has a set of records, and date				
2	generate case file labels				
3	maintain an audit trail of files				
3	maintain case aging information				
4	expunge case files (remove from public record)				
4	UNSEAL/seal case files				
4	seal individual dockets inside of a case file				
1	generate reports for expunged or sealed files				
3	update active records for sealed files				
2	update active records for expungement				
2	generate reports of evidence lists by date range				
3	track location and status of civil evidence				
4	provide electronic document viewing				
4	house images in a document management system				
4	use same document management system for imaging				
4	provide document management security				
3	select pre-defined or ad hoc reporting				
2	identify cases with no activity that are open				
3	batch scan paper documents without a divider				
3	track file in the case processing flow				
2	provide information to user when file is sealed instead of nothing displayed				
2	print all documents in a case at once				
1	allow images to be exported to create microfilm				
2	know which cases are active when consolidated				
3	change the type of service				

JUDICIAL

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	select a judge for an event that is not a party to the case				
1	for judges to enter private comments based on permissions				
1	create or access a Judicial Dashboard				
3	access a virtual calendar from various electronic devices				
3	receive electronic notification from other agencies				
1	maintain links to legal research				
2	capture electronic signature on a signature pad (court notices)				
3	view future dates on a case				
2	create or view report of all cases with no activity by date				
3	Ability for judges to generate statistical reports by judge or section				
2	link a court activity to a document (documents issued in court)				

INTERNET

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
1	allow online/remote users to access the amount owed in criminal and traffi				
1	allow online/remote users to inquire by case number, ticket number or litigant DOB				
1	allow online/remote users to inquire on case loads of attorneys				

E-BUSINESS

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
3	implement e-filing with the CMS and DMS				
3	have all e-Business processes fully integrated with CMS to keep Clerk staff interaction to a minimum while giving remote users a full suite of services.				
3	accept electronic documents, store temporarily, and add electronic documents to the DMS upon court approval				
3	accept electronic case data, store temporarily, and add to the database upon court approval				
3	have the system generate register of action entries automatically, based on user-defined rules for manually entered data and for electronically transmitted data				
3	accept criminal citation or affidavits data from an arresting agency electronically				
3	inform the e-filer of the acceptance or rejection and the reasons for rejection				
3	assign a unique identifier for each e-filing				
3	support initiation of new cases				
3	support docket entries for initial e-filings and subsequent				
3	allow an electronic plea of guilty for traffic citations				
3	electronically share documents and notices to other parties participating in the electronic filing system				
3	validate documents such as certified copies				
3	add a transaction number to an electronic stamp, seal, or signature				
3	reject an electronic filing or electronic request				
3	audit the electronic filing				
2	capture receipt delivery within CMS				

FLAGS

MoSCoW	Does your system have the ability to:	YES	NO	Requires a modification	COMMENT
2	alert court personnel electronically when a case to which they are assigned approaches the predefined time limits				
2	set alert flags on any field or data entry point to alert management staff when a change or event has occurred to data				
2	designate a potential security risk				
3	flag a participant in custody				
3	trigger associated processing when a document is filed				
2	provide reminders to judicial officers via email of cases that are under advisement				
2	set re-occurring reminders (i.e. annual reporting requirements)				
2	identify tasks, activities, and events that are due or overdue				
1	create personal reminder ticklers				
3	generate and print documents triggered by a specific event, event outcome, disposition, condition, or set of rules based conditions				
2	flag a case that has bond money that needs to be allocated				
2	flag if cases has a sealed dockets, sealed charges, sealed parties, sealed address				
2	flag if a court appearance date is not available				
3	flag a case if money is owed				
1	flag cases when it is in compliance				
1	flag case when sent to collection				
2	flag a case when it is on appeal				
2	flag a defendant when their warrant is outstanding or money is due				
2	flag a case on the court lists when community service, drug testing or another requirement is due				
2	flag a case if there is an active warrant				
1	flag the need for an interpreter				

FLAGS

2	alert court personnel electronically when a case to which they are assigned approaches the predefined time limits based on triggers				
1	provide reminders to judicial officers via email of cases that are under advisement				
1	set re-occurring reminders (i.e. annual reporting requirements)				
1	identify tasks, activities, and events that are due or overdue, and events with mandated time standards				
1	create personal reminder ticklers that are case specific				
2	trigger the generation and printing of documents triggered by a specific event, event outcome, disposition, condition, or set of conditions (rule-based)				
2	use "auto complete" for common Law Firms, Police Departments, Cities, etc				
1	enter special needs				
1	flag people who should be drug tested				

SEAL

MoSCoW	Does your system have the	YES	NO	Requies a modifcation	COMMENT
4	seal cases				
4	support the expungement of cases and counts				
4	support expungement of part of a case or count				
4	provide an audit trail about expungement requests				
2	notify all appropriate agencies of an expungement electronically				
2	account for expunged cases or counts for statistical reporting purposes				
3	seal a party on a case				
4	seal part of a case, for example a set of documents				
3	seal an address				
3	hide from view all or part of a sealed cases or documents based on user rights				
4	seal a charge				
4	seal minutes				
3	seal docket entries				

SYSTEMS

MoSCoW		YES	NO	Requies a modifcation	COMMENT
2	add fields to initiation screens and other screens for data entry or viewing				
3	update local fine, bond schedules, and ordinances stored in the system with beginning and ending dates				
3	remove/delete a party from the name index				
4	allow documents to contain digital signatures and seals				
4	have interoperability with standard supported desktop software i.e. Windows 7, 8.1, 10; Microsoft Office				
4	perform disaster recovery				
3	utilize web services for integration using national standards				
4	impose security over who has access to information				
4	impose security on making modifications to identifying information about participants (corrections)				
4	provide multi-level security				
4	ensure all transmissions are secure				
4	ensure compliance with generally accepted security protocols, including use of HTTPS and secure socket layer (SSL)				
4	comply with statutes and rules for authentication of electronic documents				
2	have on screen help for individual fields				
3	easily extract data from the system in order to generate reports, perform statistical analysis, and respond to questions and requests				
3	provide workflow management tools				
4	track/itemized detailed costs of cases				
3	provide security over access to the audit trail				
4	generate audit trail reports for quality assurance purposes				
2	require users to enter user IDs and passwords through a single sign-on				
3	store account passwords in encrypted format				

SYSTEMS

3	have varying levels of role-based access permissions				
4	redact selected fields or part of confidential fields from viewing or printing				
1	undo deletes based on user permissions				
3	change information/data fields based on user permissions				
4	create and edit templates of any/all documents produced by the system such as notices, documents and letters				
4	create documents to be inserted to DMS				
3	change fines and fees by begin and end dates				
1	maintain audit history of officers badge numbers				
4	create and maintain filing fees, docket entries, dispositions, sentence codes, and other data fields that require tables				
3	run ad hoc queries				
3	run queries or reports on any and all data fields based on user permissions				
4	control all tables				
3	restrict users from making corrections, only users with administrative permissions can make corrections				
4	change filing fees or court costs by effective date or by statute				

REPORTS

MoSCoW	Does your system have the	YES	NO	Requies a modifcation	COMMENT
3	download any report to excel or word				
3	produce pre-defined reports				
3	produce ad hoc reports				
3	generate user defined and ad hoc reports based on any user selected set of fields				
2	provide access to a data dictionary to users in generating their own reports				
3	provide users with general report formats from which they can customize reports				
2	schedule any report as a regular report				
2	produce any report on request				
2	produce reports on any/all data fields for any period				
3	flag cases that have had no data entry within a specified period after the court date				

INTEGRATION

MoSCoW		YES	NO	Requires a modification	COMMENT
1	report the outcomes of court decisions to other governmental agencies				
2	record, display, and integrate probation information, including probation reports, probation discharge information, etc				
1	inquire using automated technology such as interactive voice response (IVR) software				
2	send electronic notification to attorneys when there are additions, changes, or deletions to the court calendar				
2	integrate with the other agencies to receive and send electronic documents				
3	interface with third party credit card processing companies				
3	exchange information with systems (internal and external to the Court) utilizing standard protocols, ie, APIs, FTP, SFTP, HTTP, HTTPS, ML, SOAP)				
3	exchange information with external systems utilizing standard formats, ie, CSV, XML, text, PDF, etc				
1	provide notification to courts when a defendant is involved in a significant event in one court and is scheduled to appear for any reason in another court				
1	forward Warrants electronically to appropriate agencies and update the warrant status flag				
4	transmit final disposition and sentencing information to appropriate agencies (LASC)				
4	resend information to reporting agencies				
2	share existing person demographic and other identifying case information with other agencies				

LEGAL COMMUNITY

MoSCoW	Does your system have the	YES	NO	Requies a modifcation	COMMENT
3	utilize E-Filing to file new cases				
3	utilize E-Filing to facilitate the filing of case information and documents				
3	utilize E-Filing to monitor status of cases				
3	utilize E-Filing to view court schedule				
3	utilize E-Filing to schedule events based on court availability				
3	utilize E-Filing to request electronic notice				
3	utilize E-Filing to view documents on case of which they are a party				
3	utilize E-Filing to print documents on case of which they are a party only after paying required fees				

IMAGES

MoSCoW		YES	NO	Requies a modifcation	COMMENT
4	scan paper documents and store as an image for later retrival				
4	associate scanned image with an event or docket entry				
4	redact a word or phrase on an image				
3	copy to image system and to film in one action				
3	remove an image without deleting the minute entry				
3	copy an image from one case to another				
3	identify when an image associated with an entry				
2	search for a word or phrase of words in scanned/imaged document(s)				
2	print all images on a case or by a date range				
2	OCR documents				
2	do a full text search of a document				

SENTENCING

MoSCoW	Does your system have the	YES	NO	Requires a modification	COMMENT
3	collect data points in individual fields such as: community service, supervision, probation DWI school, traffic safety school, anger management, etc.				
3	enter unlimited sentence information				
3	enter sentence types such as concurrent, consecutive, or suspended				
2	enter hours, days, months, years and life				