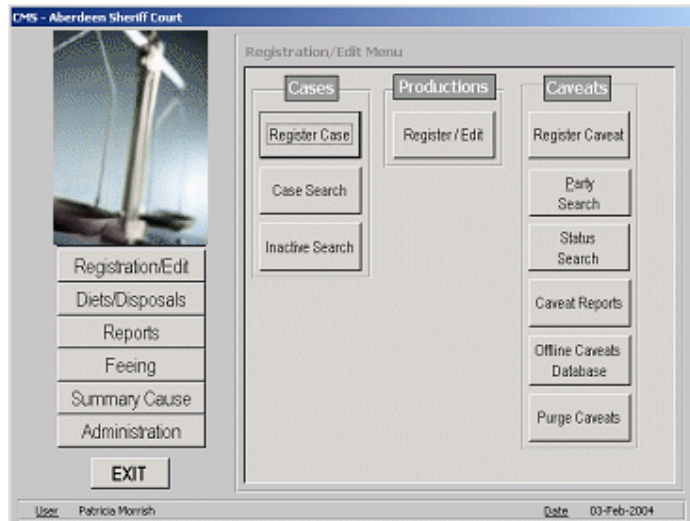# *Case Management System – CMS*

… for Fast and Efficient Court Administration

CMS – Case Management System has been designed and developed by Delphi Computer Consultants to computerise the major business operations of the Court of Session and the High Court and the civil business of the Sheriff Courts. The system has been running very successfully for over four years.

- ❑ An intuitive windows based interface, fully integrated with Microsoft Office

- ❑ An electronic file of each case

- ❑ Automation of document production and storage of documents in the database

- ❑ Distribution of data and documents electronically to and from other Criminal Justice Agencies

- ❑ Workflow management of tasks and documents

- ❑ Rapid retrieval of information specific to a case including detailed history

- ❑ Recording of fees and time spent at all stages of case processing

- ❑ Management and statistical reports

- ❑ Auditing of data under administration control

- ❑ Powerful administrative functions (security, data customisation, template maintenance and error logging and reporting)

- ❑ Upgradeable /scalable

- ❑ Operates over a Wide Area Network.

- ❑ Works with leading Relational Database Management Systems e.g. Oracle, Sql Server

- ❑ Handles a large user base

CMS ……. providing a Case Management System for …

      The SHERIFF COURT
              The SUPREME COURT
                    The HIGH COURT
                          …. All courts

… a modular system that can be tailored to your needs

Case Registration, Progression & Feeing

CMS facilitates the management of cases by the courts. Events are recorded as they occur through the life cycle of each case commencing with registration and continuing through to final disposal. Disposals of events and, in the case of the High Court, charge disposals are also recorded and interlocutors and documentation produced and stored. Fee details may be recorded for events and CMS can provide the financial data for interface to an accounts package.

Documentation

The system has a sophisticated documentation function using Microsoft Word. Standardised court forms including intimations, interlocutors and extracts are stored as templates and data is merged into them from the stored case details. These templates may be adapted as required by the user for each case. Documents produced are stored on the database.

There are also comprehensive reports produced in Microsoft Access e.g.

- Case Lists
- Court Register Lists
- Court Roll
- Divorce Letters & Extracts
- Fees Paid
- Overdue Actions
- Small Claims Extract
- Summons Sheets

The system has been expanded to cater for the automatic receipt and delivery of documents by email giving an electronic file for each case.

Summary Cause/Small Claims

The Summary Cause/Small Claims module has been developed to process large volume input of cases with repeated information. Screens tailored for registration and disposal of these cases allow fast and efficient input with minimum effort. There is also a facility for batch processing of extracts.

Case Search Facility

Comprehensive search facilities are intrinsic to the system. Cases, events and disposals are easily located using these screens.

Reports

The system includes a comprehensive list of management and statistical reports. These reports are produced at the click of a button and provide the obvious labour saving benefits.

Simplified Divorce

This is a module that provides quick processing of two year and five year divorce cases. Special options are supplied to produce all the relevant documents with a facility to view any overdue actions.

Workflow

When an event is added to a case the Workflow procedure automatically searches for any documents/letters to be produced and prompts the user. The system stores the details of the recipient and whether the document should be transmitted electronically or otherwise. Workflow documents may be stored on the database providing a record of the content, date and user details.

Productions

CMS incorporates a tracking system for external case documentation. These documents, or productions, are recorded with a description and a history of borrowing and return.

Caveats

The Caveats module has been designed for registration of formal applications by parties who require notification of any court action against them. A comprehensive search facility allows the Court Service to manage these requests.

Keeper Allocation

The Keeper Allocation module has been developed for the Keeper of the Rolls to organise sittings. One screen provides the facility to timetable cases for the day. The Keeper can select Judges and allocate cases accordingly. Once complete the Rolls of Court may be produced from the same screen.

Administration

Provides powerful Administration functions for multi level user access and data security; customisation of processes; document template maintenance; error logging and reporting.

Criminal Procedures

The system records offences and charges against an accused or appellant. Offence codes and standard maximum penalties are stored in the database. Once the party has been sentenced this information is stored on the database with details of Imprisonment, Fines, Compensation, Probation, Community Service and Deferred Sentences or any combination of these. There is also a facility to record endorsements, penalty points and a period of disqualification where driving offences are involved. Sentences may be disposed of as cumulo or consecutive.

CMS provides the facility to pass relevant data to other criminal justice agencies for automatic registration of accused and charge details or sentence details. Both charge and disposal information may be transmitted.

High Court

CMS can be configured to provide all the above functionality relevant to the High Court. Appeal Processing has been built into this module and provides a system for registering and processing all types of Appeals. This incorporates disposal of the original case, progression through the Sifting procedure, production of relevant documentation and registration of the final outcome of the Appeal An electronic interface has been designed to automatically insert the details of the appealed case from the Sheriff Court criminal computer system.

The processing of the serious criminal cases appearing in the High court has been added to the High Court module. This allows for the complexity of multi-accused on multi-charges with a subsequent combination of complex sentences. The allocation of cases to Jury Sittings in many locations has also been catered for with automated production of full documentation, including e-mail notification. The system also handles the electronic interchange of data with other criminal justice agencies.

Supreme Court

CMS can be configured to provide all the above functionality relevant to the Supreme Court. There are some functions that have been developed solely for the Supreme Court. Quick Motion enables fast processing of motions and production of the relevant documentation. A Timetable system is also included to provide the timetable for Personal Injury cases with the list of events and the dates by which they should have occurred.

About Delphi….

Delphi Computer Consultants Limited was founded in 1990. Delphi specialises in providing Oracle and SQL Server systems for large and medium sized companies. With a select staff of experienced computer professionals and a history of successful projects Delphi provides a cost-effective alternative to other larger organisations. Delphi has a proven track record in all aspects of project life cycles including design, development, implementation, testing and support.

… relevant history

1991-2003   Several projects for Scottish Courts Administration (now Scottish Court Service) to modify and enhance the Sheriff Court Criminal Operations Project (COP) including interfacing electronically to other criminal justice agencies e.g. Police/Criminal Records Office, Crown Office Prosecuting Service, Driver Vehicle Licensing Authority, Social Work Department.

1995-1997   Project for Scottish Courts Administration to provide a computer system for Case Management in the new Commercial Court at the Supreme Court in Edinburgh.

1998-2003   CMS (Foundation System) project for the Scottish Court Service. Provision of a case management system for the Civil Courts throughout Scotland and the Supreme Court in Edinburgh.

2002   Incorporation of High Court Appeals procedures and management into CMS.

2003   Incorporation of High Court First Instance procedures and management into CMS.

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