

EXHIBIT G

APPLICATION REQUIREMENTS



Project: Municipal Court Management

RFP Exhibit G - Application Requirements

Using this Document

Note: This spreadsheet consists of multiple sheets (tabs). All sections will need to be completed.

- In the **category** column enter an X in the relevant category to indicate the level that the requirement can or cannot currently be met
- The **demo** column will indicate a feature for which a demonstration will be required



RFP Exhibit G
A. Feature Requirements

| Project: Municipal Court Management | | | category | | | | | |
|-------------------------------------|-----------------|--|--------------------|-------------------------|--------------------------------|----------------|---------------|------------|
| ID | Functional Area | Deliverable/Requirement Description | native support now | native support expected | supported by other integration | requires devel | not supported | demo req'd |
| A.1 | court | Ability to process and manage manual and electronic traffic citations | | | | | | X |
| A.2 | court | Ability to process and manage manual and electronic misdemeanor citations | | | | | | X |
| A.3 | court | Ability to process and manage manual and electronic code violation citations | | | | | | X |
| A.4 | court | Ability to process and manage manual and electronic parking citations | | | | | | X |
| A.5 | court | Ability to download violation/crime incidents from the crime database into the courts application | | | | | | X |
| A.6 | court | Ability to display a defendant who is in (or has been in) bankruptcy. User enters name and the application displays at minimum: bankruptcy case #, article 13 or 7, active or discharged, discharged date, filing date and date of birth | | | | | | X |
| A.7 | court | Ability to change the defendant on a case | | | | | | X |
| A.8 | court | Ability to perform a citation inquiry by vehicle license number or driver's license number | | | | | | X |
| A.9 | court | Ability to maintain an accounts receivable function for both case related and non-case related transactions | | | | | | X |
| A.10 | court | Ability to take information in the application's database and populate a form (template) that can be e-mailed or faxed without being printed (example: DMV Form) | | | | | | X |
| A.11 | court | Ability to easily identify charges that have been sent to collections when displaying case information | | | | | | X |
| A.12 | court | Ability to manage aliases (AKA - Also Known As) as efficiently as possible | | | | | | X |
| A.13 | court | Ability to support the management of parking programs | | | | | | X |
| A.14 | court | Ability to maintain a Code Table (code type, charge number, description, class of violation, type of violation, normal fine amount) | | | | | | X |
| A.15 | court | Ability to customize field labels | | | | | | X |
| A.16 | cases | Ability to create a case file to include: charged party data, citation data, charge statute, associated party types (attorney, witness, complainant, officer) | | | | | | X |



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A. Feature Requirements

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|------|-------------|---|--|--|--|--|--|--|---|
| A.17 | cases | Ability to support, on a case driven basis, work crew and community service activities and associated compensation | | | | | | | X |
| A.18 | cases | Ability to capture & search case activity data | | | | | | | X |
| A.19 | cases | Ability to capture & search case disposition data | | | | | | | X |
| A.20 | cases | Ability to capture & search charged party data | | | | | | | X |
| A.21 | cases | Ability to capture & search all record data including name (or partial name using wildcard characters) , citation #, Oregon driver's license #, date of birth, Albany Police Department Case #, social security number | | | | | | | X |
| A.22 | cases | Ability to enter multiple cases for one defendant in a single batch process | | | | | | | X |
| A.23 | cases | Ability to manipulate multiple cases for one defendant in a single batch process | | | | | | | X |
| A.24 | cases | Ability to merge case files | | | | | | | X |
| A.25 | cases | Ability to archive and expunge cases | | | | | | | X |
| A.26 | cases | Ability to override a case number and manually assign | | | | | | | X |
| A.27 | application | Ability to track active, served, and recalled arrest warrants | | | | | | | X |
| A.28 | application | Ability to provide alerts for active arrest warrants | | | | | | | X |
| A.29 | application | Ability to support auditing/audit history | | | | | | | X |
| A.30 | application | Ability to enforce data input validation on selected fields | | | | | | | X |
| A.31 | application | Ability to support State of Oregon Statutes, including the ability to create, search, and update charge statutes | | | | | | | X |
| A.32 | application | Ability to support vendor-provided updates for mandated state legislative changes | | | | | | | X |
| A.33 | application | Ability to retrieve imaged documents associated with a defendant by clicking on a link in the defendant record, to include files residing in document management system | | | | | | | X |
| A.34 | application | Ability to extract information from the application database and automatically populate relevant template, form, and receipt fields with applicable data from database and document management system | | | | | | | X |
| A.35 | application | Ability to enter a ticket number which will display the associated data. If necessary, from that screen, click on an option that will print a collections warning letter from a template that includes the required data from the defendant's record and document management system | | | | | | | X |
| A.36 | application | Ability to print court documents and automatically insert relevant data from application database and document management system | | | | | | | X |



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|------|---------------|--|--|--|--|--|--|--|---|
| A.37 | application | Ability to print subpoenas | | | | | | | X |
| A.38 | application | Ability to support customizable court forms and templates for print | | | | | | | X |
| A.39 | application | Ability to maintain imaged files as attachments to client records | | | | | | | X |
| A.40 | application | Ability to support user-defined dashboard to display selected data or statistics | | | | | | | X |
| A.41 | finances/fees | Ability to create, update, and search fines & fees based on fee code or group | | | | | | | X |
| A.42 | finances/fees | Ability to associate fine and fee groups with charge statutes | | | | | | | X |
| A.43 | finances/fees | Ability to manage and print payment plans attached to a court record | | | | | | | X |
| A.44 | finances/fees | Ability to apply payments at the detail level and distribute the amount across multiple cases as desired | | | | | | | X |
| A.45 | finances/fees | Ability to provide online payment functionality with user-friendly web interface | | | | | | | X |
| A.46 | finances/fees | Ability to prioritize how fines & fees are applied | | | | | | | X |
| A.47 | finances/fees | Ability to transfer a payment from one case to another | | | | | | | X |
| A.48 | finances/fees | Ability to define and prioritize how fines and fees are applied | | | | | | | X |
| A.49 | finances/fees | Ability to manage bankruptcies and release holds. Bankruptcies are managed at the case level. Each case record that is affected by bankruptcy must boldly display it | | | | | | | X |
| A.50 | finances/fees | Ability to provide customizable receipts for print and email that contain relevant information from database and document management system | | | | | | | X |
| A.51 | finances/fees | Ability to report deleted & modified cash receipts | | | | | | | X |
| A.52 | scheduling | Ability to provide a court calendar that allows for scheduling of multiple cases at once based upon configurable logic | | | | | | | X |
| A.53 | scheduling | Ability to provide docketing that allows multiple cases to be placed on docket at once based upon configurable logic | | | | | | | X |
| A.54 | scheduling | Ability to print calendar data based upon variable criteria | | | | | | | X |
| A.55 | scheduling | Ability to manage complex court scheduling, including session type, scheduling limits, officer availability | | | | | | | X |
| A.56 | scheduling | Ability to provide a Calendar Summary Report used for docket (court appearances) | | | | | | | X |
| A.57 | jury | Ability to create jury pools using user-defined criteria | | | | | | | X |
| A.58 | jury | Ability to assign jurors with court dates | | | | | | | X |
| A.59 | jury | Ability to generate and transmit automated jury notices | | | | | | | X |



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|------|-----------|---|--|--|--|--|--|--|---|
| A.60 | jury | Ability to track and search juror data | | | | | | | X |
| A.61 | jury | Ability to deselect jurors in a pool and prevent previous jurors from being selected based upon user-defined time period | | | | | | | X |
| A.62 | reports | Ability to generate a list of bond amounts held in trust for daily and monthly reconciliation (with and without totals and totals only) | | | | | | | X |
| A.63 | reports | Ability to report outstanding receivables | | | | | | | X |
| A.64 | reports | Ability to report daily balance of financial transactions (with and without totals, and totals only). | | | | | | | X |
| A.65 | reports | Ability to generate ad-hoc reports using any data field in the database, including bankruptcy reports (current and historical) and citation data/statuses | | | | | | | X |
| A.66 | reports | Ability to automate custom reports and transmit via email | | | | | | | X |
| A.67 | reports | Ability to report city attorney case & public defender case statistics | | | | | | | X |
| A.68 | technical | Ability to migrate historical and active courts data from existing JALAN COURTS system | | | | | | | X |
| A.69 | technical | Ability to process online payments using Elavon | | | | | | | X |
| A.70 | technical | Ability to interface with Tyler Technologies Eden ERP for the communication of financial transaction data | | | | | | | X |
| A.71 | technical | Ability to support bidirectional communication with Sungard OneSolution Record Management System | | | | | | | X |



RFP Exhibit G
C. Other Requirements

| Project: Municipal Court Management | | |
|--|---------------------|--|
| ID | Category | |
| B.1 | Online payment | Explain the supported credit/debit card processing vendors or solutions. The City currently uses Elavon and Govolution for processing/gateway services. |
| | Explanation: | |
| B.2 | Online payment | Explain the 3rd party relationships required for the application to securely process online payments |
| | Explanation: | |
| B.3 | Online payment | Explain how the application processes online payments, stores transaction and credit/debit account information, and interacts with 3rd party payment processing applications |
| | Explanation: | |
| B.4 | Online payment | Explain any additional development or applications that are required for the processing of online payments |
| | Explanation: | |
| B.5 | Integration | Explain how the application is integrated with Laserfiche |
| | Explanation: | |
| B.6 | Integration | Explain how the application is integrated with Sungard OneSolution RMS |



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C. Other Requirements

| | | |
|------------|---------------------|---|
| | Explanation: | |
| B.7 | Integration | Explain how the application is integrated with Tyler (Eden) ERP |
| | Explanation: | |
| B.8 | Infrastructure | Explain the required client/server infrastructure, including supported server and client hardware, operating system, and network requirements |
| | Explanation: | |