



**MINNESOTA JUDICIAL BRANCH**  
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January 4, 2017

Senator Warren Limmer, Chair  
Senate Judiciary Policy and Budget Division  
3321 Minnesota Senate Building  
St. Paul, MN 55155

Representative Tony Cornish, Chair  
House Public Safety and Security Policy and  
Finance Committee  
365 State Office Building  
St. Paul, MN 55155

Senator Ron Latz  
Ranking Minority Member  
Senate Judiciary Policy and Budget Division  
2215 Minnesota Senate Building  
St. Paul, MN 55155

Representative Debra Hilstrom  
Ranking Minority Member  
House Public Safety and Security Policy and  
Finance Committee  
245 State Office Building  
St. Paul, MN 55155

Attached please find the 2017 Report on the Court Technology Fund. This report was prepared pursuant to Minnesota Statutes 2016, section 357.021, subdivision 2.b.(e).

This report provides information on the:

- Judicial Council's oversight and administration of the Court Technology Fund;
- Technology Fund Advisory Board membership and activities;
- Technology Fund amounts collected; and
- Technology Fund award recipients, amount of each award and purpose of each award.

Please contact me if you need additional information regarding the Court Technology Fund.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey Shorba".

Jeffrey Shorba  
State Court Administrator  
Minnesota Judicial Branch

c.c. Legislative Reference Library



# **MINNESOTA JUDICIAL BRANCH**

## **Court Technology Fund**

**Report to the Minnesota State Legislature  
January 2017**

**Prepared Pursuant to Minnesota Statutes 2016, section  
357.021, subdivision 2.b. (e)**

## TABLE OF CONTENTS

<b>1. Introduction .....</b>	<b>Page 3</b>
<b>2. Legislation .....</b>	<b>Page 3</b>
<b>3. Minnesota Judicial Council .....</b>	<b>Page 4</b>
<b>4. Court Technology Fund Advisory Board .....</b>	<b>Page 5</b>
<b>5. Award Process and Timelines.....</b>	<b>Page 6</b>
<b>6. Funds Amounts Available for Awards.....</b>	<b>Page 6</b>
<b>7. Application and Total Awards .....</b>	<b>Page 7</b>
<b>8. Award Details .....</b>	<b>Page 7</b>
<b>9. Accomplishments .....</b>	<b>Page 8</b>
<b>10. Summary .....</b>	<b>Page 9</b>
<b>Appendix A: Minnesota Statutes 2014, section 357.021, subdivision 2 ...</b>	<b>Page 10</b>
<b>Appendix B: FY2015 Court Technology Fund Awards .....</b>	<b>Page 12</b>
<b>Appendix C: FY2016 Court Technology Fund Awards .....</b>	<b>Page 15</b>
<b>Appendix D: FY2017 Court Technology Fund Awards.....</b>	<b>Page 18</b>



MINNESOTA  
JUDICIAL  
BRANCH

## COURT TECHNOLOGY FUND LEGISLATIVE REPORT

### 1. Introduction

Minnesota Statutes §357.021 subdivision 2b, established the Court Technology Fund effective July 1, 2013. This statute states that a \$2 technology fee is to be collected on court filings listed in §357.021, subdivision 2, clauses (1) to (13)<sup>1</sup>. This statute defines:

- The purpose of the funds;
- Which justice partner agencies can apply for the funds;
- The administrative responsibility of the Judicial Council; and
- The reporting requirements to the Legislature.

This report is the second of two legislative reports required for the Court Technology Fund. This report provides details on the:

- Judicial Council guidelines;
- Technology Fund Advisory Board;
- Amounts collected;
- Application and award process;
- Projects awarded funds; and
- Project accomplishments.

### 2. Legislation

The 2013 Minnesota Legislature established the Court Technology Fund. [Minnesota Statute 357.021, subd.2b](#), states that the court administrator shall collect a \$2 technology fee on court filings made under subdivision 2, clauses (1) to (13) beginning July 1, 2013. The statute provided these requirements:

- The funds can be used for the following technology needs:
  - The acquisition, development, support, maintenance, and upgrades to computer systems;

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<sup>1</sup> The court filings listed in §357.021, subdivision 2, clauses (1) to (13) can be found in Appendix A at page 10.

## **Court Technology Fund – Legislative Report**

- Equipment and devices;
  - Network systems;
  - Electronic records;
  - Filings and payment systems;
  - Interactive video teleconferencing; and
  - Online services.
- Applications can be accepted from these justice partners:
    - Judicial Branch;
    - County and City attorney offices;
    - Board of Public Defense;
    - Qualified legal services programs as defined under section 480.24;
    - Corrections agencies; and
    - Part-time public defender offices.
  - The Judicial Council is responsible for administering the Court Technology Fund and may:
    - Establish a board consisting of members from the judicial branch, prosecutors, public defenders, corrections, and civil legal services to distribute the funds; and
    - Adopt policies and procedures for the operation of the board.

### **3. Minnesota Judicial Council**

The Judicial Council is responsible for the oversight and administration of the Court Technology Fund. Based on the overall goals and critical functions of the Justice System, the Judicial Council established these guiding principles for the Court Technology Fund awards:

- Promoting partnerships within the justice system through shared or integrated systems, interfaces, or shared information hosting;
- Enhancing the experience of and simplifying processes for the customers and/or constituents of the justice system through the use of technology, including self-service applications;
- Creating efficiencies within the justice system by using technology to eliminate manual processes;
- Reducing overall costs of the justice system; and
- Enhancing continuity of operations in light of the increased use of technology.

The Judicial Council's funding guidelines also require projects to have a defined, realistic plan to meet the project goals and ongoing process requirements. Projects selected for funding are required to be completed within two years.

**4. Court Technology Fund Advisory Board**

The Judicial Council established a Court Technology Advisory Board to establish the scoring process for applications, review the applications received, and make recommendations to the Judicial Council for the awards.

The membership and represented agencies of the Court Technology Fund Advisory Board are listed below.

<b>Court Technology Fund Advisory Board</b>	
<b>Name</b>	<b>Agency/Representation</b>
Jeff Shorba, Chairperson	Judicial Branch State Court Administrator
Paul Beaumaster	County Attorney Assistant County Attorney, Dakota County Attorney’s Office
Dean Buker	Judicial Branch Director – Information Technology Division
Judge Peter Cahill	Judicial Branch 4 <sup>th</sup> Judicial District
Tim Cleveland	Community Corrections Act Counties Scott County Corrections
Lisa Cohen	Civil Legal Services Deputy Director Operations - Mid-Minnesota Legal Aid
Linda Higgins	Association of Minnesota Counties Hennepin County Commissioner
Steve Holmgren	Public Defenders Office Chief Public Defender – 1 <sup>st</sup> Judicial District
Julie Isker	Minnesota Inter-County Association Washington County
Deb Kerschner	MN Department of Corrections Director – Administrative Services

The Court Technology Advisory Board accomplishments, based on the guiding principles provided by the Judicial Council, were:

- Developing a standard application form;
- Establishing the scoring methodology for the applications;

## Court Technology Fund – Legislative Report

- Approving all communications to applicants and award recipients;
- Scoring all applications submitted; and
- Submitting recommendations to the Judicial Council for the final approval of the awards.

After the Judicial Council approves the awards, the State Court Administrator’s Office works with the award recipients on the Agreement and transfer of funds.

### 5. Award Process and Timelines

The funds are awarded annually based on the fees collected within the last year. The process and approximate schedule for the annual award process is:

Date	Activity
June	Request for applications are posted on Minnesota Judicial Branch public web site and in the MN State Registry.
Mid-July	Applications are due to the Judicial Branch.
July/August	Advisory Board reviews all applications.
September	Advisory Board recommendations are submitted to Judicial Council.
October	Judicial Council reviews the Advisory Board award recommendations.
November	Judicial Council makes final award determinations.
December	Award Agreements are forwarded to award recipients.
December	Award Agreements are signed and funds transferred to recipients.

### 6. Fund Amounts Available for Awards

The funds collected by the \$2 Technology Fee and available for awards are:

Fiscal Year	\$2 Tech Fees Collected
FY14	\$855,284
FY15	\$834,195
FY16	\$820,411
FY17 (07/01/16- 10/31/16)	\$208,891
Total Receipts Through 10/31/2016	\$2,718,781

## **7. Applications and Total Awards**

Each year the request for applications are posted in the MN State Registry and on the Judicial Branch public website. Applications are then received from various judicial partner agencies statewide. The numbers of applications received and awards granted each year are summarized below:

Year	# Applications Received	Total \$ Requested in Applications Received		# Project Awards	Total \$ of Project Awards
FY15	26	\$3,592,540		13	\$849,756 <sup>2</sup>
FY16	22	\$3,715,973		15	\$933,763 <sup>3</sup>
FY17	13	\$1,542,788		6	\$850,000
Totals	61	\$8,851,301		34	\$2,663,519

Funds are awarded in November. The funds available for the annual awards are determined based on the actual receipts for the fiscal year, any previously awarded funds that were not accepted or were returned by the recipient, plus the estimated receipts through November.

Any remaining funds are carried forward and distributed in the next year’s awards. Any funds returned or not accepted by the award recipient are deposited back into the fund to be redistributed in the next year’s award process.

## **8. Award Details**

Based on the criteria established by the Judicial Council, the awards are focused on sharing information electronically among judicial partners to improve efficiencies and/or using technology to improve customer service. A variety of judicial partners have been awarded funds; these agencies include:

- Legal Aid Groups: Anishinabe Legal Services, Legal Assistance of Dakota County, Mid-Minnesota Legal Aid, Immigration Law Center of MN, and Volunteer Lawyers Network.

<sup>2</sup> The FY15 Award Total was originally \$999,756. One award of \$150,000 was returned and included in funds available for FY16 awards.

<sup>3</sup> The FY16 Award Total was originally \$1,013,763. Two awards totaling \$80,000 were returned and included in the funds available for the FY17 awards.



## Court Technology Fund – Legislative Report

- Counties and Cities: MN Counties Computer Cooperative, Blue Earth County, Crow Wing County, Hennepin County, Jackson County, Mahnomon County, Pennington County (including Thief River Falls), Rock County, Todd County, and Warroad (including Roseau County and City of Roseau).
- State of Minnesota: Department of Corrections, Department of Public Safety, Board of Public Defense, and the Judicial Branch.

See the appendices for a detailed listing of award recipients, projects and award amounts:

- Appendix B for FY15 project award details.
- Appendix C for FY16 project award details.
- Appendix D for FY17 project award details.

## 9. Accomplishments

Agencies receiving awards are required to (1) provide biannual progress reports by January 1<sup>st</sup> and July 1<sup>st</sup> and (2) complete the project within two years. Accomplishments for Technology Fund projects, once completed, will include:

- Information Sharing:
  - Document sharing and integrations among various justice partner agencies
  - Document sharing among departments within justice partner agencies
  - Implementing eCitations (electronic ticket filing with the court)
- Customer Service Enhancements:
  - Improvements to services for self-represented litigants
  - Expanded and more user-friendly online services
  - Upgraded telephone system
  - New portable computing devices for public defenders
- Improving Information in Sensitive Case Types:
  - Notifying domestic violence victims of offender postal code locations
  - Assessment tool for planning the release of offenders into the community
  - Data sharing for child protection and juvenile services within Hennepin County
  - Data pass with civil commitment information to be used by law enforcement

The FY2015 awards, which were approved in November 2014, require the projects to be completed by December 31, 2016. All thirteen agencies who received the FY2015 awards have indicated that the projects will be completed by the due date.

## **Court Technology Fund – Legislative Report**

The FY2016 awards, which were approved in November 2015, require the projects to be completed by December 31, 2017. The initial progress reports for the fifteen awards have indicated that these projects will also be completed timely.

The FY2017 awards, which were approved in November 2016, require the projects to be completed by December 31, 2018.

### **10. Summary**

The Court Technology Fee, assessed and managed by the Judicial Branch, has funded many valuable projects for the courts and our justice partners.

Per Minnesota Statutes §357.021 subdivision 2b, the \$2 technology fee will sunset on 06/30/2018.

## **APPENDIX A – MINNESOTA STATUTES 2016, SECTION 357.021, SUBDIVISION 2**

### **Subd. 2. Fee amounts.**

The fees to be charged and collected by the court administrator shall be as follows:

(1) In every civil action or proceeding in said court, including any case arising under the tax laws of the state that could be transferred or appealed to the Tax Court, the plaintiff, petitioner, or other moving party shall pay, when the first paper is filed for that party in said action, a fee of \$310, except in marriage dissolution actions the fee is \$340.

The defendant or other adverse or intervening party, or any one or more of several defendants or other adverse or intervening parties appearing separately from the others, shall pay, when the first paper is filed for that party in said action, a fee of \$310, except in marriage dissolution actions the fee is \$340.

The party requesting a trial by jury shall pay \$100.

The fees above stated shall be the full trial fee chargeable to said parties irrespective of whether trial be to the court alone, to the court and jury, or disposed of without trial, and shall include the entry of judgment in the action, but does not include copies or certified copies of any papers so filed or proceedings under chapter 103E, except the provisions therein as to appeals.

(2) Certified copy of any instrument from a civil or criminal proceeding, \$14, and \$8 for an uncertified copy.

(3) Issuing a subpoena, \$16 for each name.

(4) Filing a motion or response to a motion in civil, family, excluding child support, and guardianship cases, \$100.

(5) Issuing an execution and filing the return thereof; issuing a writ of attachment, injunction, habeas corpus, mandamus, quo warranto, certiorari, or other writs not specifically mentioned, \$55.

(6) Issuing a transcript of judgment, or for filing and docketing a transcript of judgment from another court, \$40.

(7) Filing and entering a satisfaction of judgment, partial satisfaction, or assignment of judgment, \$5.

(8) Certificate as to existence or nonexistence of judgments docketed, \$5 for each name certified to.

(9) Filing and indexing trade name; or recording basic science certificate; or recording certificate of physicians, osteopaths, chiropractors, veterinarians, or optometrists, \$5.

(10) For the filing of each partial, final, or annual account in all trusteeships, \$55.

## Court Technology Fund – Legislative Report

(11) For the deposit of a will, \$27.

(12) For recording notary commission, \$20.

(13) Filing a motion or response to a motion for modification of child support, a fee of \$100.

(14) All other services required by law for which no fee is provided, such fee as compares favorably with those herein provided, or such as may be fixed by rule or order of the court.

(15) In addition to any other filing fees under this chapter, a surcharge in the amount of \$75 must be assessed in accordance with section [259.52, subdivision 14](#), for each adoption petition filed in district court to fund the fathers' adoption registry under section [259.52](#).

The fees in clauses (3) and (5) need not be paid by a public authority or the party the public authority represents.



**APPENDIX B – FY2015 COURT TECHNOLOGY FUND AWARDS  
(Applications received and approved in 2014)**

Agency Name	Project Name/Summary	Award Amount
MN Department of Corrections (MNDOC)	<b>Automation of Offender Recidivism Risk Assessment Tool</b> This project will automate the validated risk assessment tool (MnSTARR) used by MNDOC to determine the most appropriate programming and release planning for offenders returning to the community.	\$135,000
MN Department of Corrections (MNDOC)	<b>Minnesota CHOICE Domestic Violence Notification</b> This project will upgrade the Minnesota CHOICE system to comply with 2014 statutory changes requiring MNDOC to provide offender postal city and zip code to victims of domestic violence at the time of an offender’s release.	\$ 80,000
MN Counties Computer Cooperative	<b>CSTS to MNCIS Automated Document Upload</b> The project will create the capability to seamlessly upload probation violation documents from the correction system (CSTS) to the Minnesota Court Information System (MNCIS) via a web service, support the uploading to MNCIS of additional document types, and be a future pathway for receiving signed documents electronically from MNCIS.	\$ 77,450
Crow Wing County Attorney’s Office	<b>Enhanced Lens Software and Portal Access</b> This project will improve efficiency and productivity through the use of court integration services and will allow the sharing of Crow Wing County Attorney data with constituents and justice partners through the use of self-service web portals.	\$ 53,616
Hennepin County	<b>Document Sharing</b>	\$175,000

**Court Technology Fund – Legislative Report**

<b>Agency Name</b>	<b>Project Name/Summary</b>	<b>Award Amount</b>
	This project will accelerate the electronic delivery of existing criminal complaints and police incident reports; the creation of electronic referral, commitment, and plea agreements; and sentencing processes.	
Immigration Law Center of MN	<b>Application Systems and Technical Infrastructure</b> This project will expand access to legal services in more isolated regions of Minnesota by developing an online process for referrals and screening for immigrants and refugees.	\$ 37,500
Jackson County	<b>Jackson County E-Citation</b> This project will expand electronic charging in Jackson County to include citable offenses.	\$ 78,290
Judicare of Anoka County	<b>Online Intake</b> This project will upgrade existing technology to allow Judicare of Anoka to participate in an online intake project and will help prepare Judicare of Anoka for the transition to e-filing in Anoka County District Court.	\$ 7,900
MN Judicial Branch <sup>1</sup>	<b>State Board of Public Defense – Electronic Integration with the Courts</b> This project will design an interface between the Board of Public Defense’s new electronic content management (ECM) system and the Minnesota Judicial Branch, and will further efforts towards paperless files and electronic sharing with criminal justice partners.	\$150,000
MN Judicial Branch	<b>Corrections Document Integrations</b> This project will develop a new integration to receive probation violation reports and associated proposed orders electronically between the Judicial Branch and the Department of Corrections.	\$ 80,000
MN Judicial Branch	<b>Integration Services Support eCourtMN Part 3</b> This project will develop two new data integrations that will allow the Branch to electronically send and receive Presentence Investigation (PSI) and Bail Evaluation documents.	\$ 70,000
Mid-Minnesota Legal Aid Services	<b>Three projects:</b> <b>Criminal Expungement Tool Project</b> Make critical updates to the criminal expungement tool and rewrite the tool to comply with 2014 statutory changes.	\$ 41,000

**Court Technology Fund – Legislative Report**

<b>Agency Name</b>	<b>Project Name/Summary</b>	<b>Award Amount</b>
	<p><b>LawHelp MN Mobile Project</b> Create a mobile-friendly version of LawHelpMN.org which will vastly improve navigation and usability for users.</p> <p><b>Online Intake Project</b> Expand the online intake system to include three additional provider organizations.</p>	
Volunteer Lawyers Network	<p><b>Collaboration and Shared Resources Platform Implementation and Development</b> This project will develop and implement the use of a document management platform and a web application framework to facilitate collaboration with VLN’s community partners and create a foundation for implementation of future applications.</p>	\$ 14,000
	<b>FY2015 Total Awards Approved by Judicial Council<sup>2</sup></b>	<b>\$999,756</b>

<sup>1</sup>The MN Judicial Branch returned the \$150,000 received for the “State Board of Public Defense – Electronic Integration with the Courts” project in 2016.

<sup>2</sup>The Total Funds Awarded for FY2015, net of the returned funds, was \$849,756. The returned funds were made available for the FY2016 awards.



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**APPENDIX C – FY2016 COURT TECHNOLOGY FUND AWARDS  
(Applications received and approved in 2015)**

Agency Name	Project Name/Summary	Award Amount
Anishinabe Legal Services	<b>Anishinabe Legal Services Phone System Upgrade</b> The project will provide an updated telephone system.	\$10,694
MN Department of Corrections (MNDOC)	<b>Felon Voting Electronic Notification to Secretary of State</b> This project will make changes to the existing electronic data pass from the Statewide Supervision System to the Secretary of State for individuals who are "on probation for felony offenses that would result in the loss of civil rights." Updates are needed based on changes in county information systems.	\$72,000
MN Counties Computer Cooperative	<b>Integrating case information from MNCIS to CSTS</b> This project will provide an integration between MNCIS (Judicial Branch case management system) and CSTS (court service [probation] tracking system) to allow local probation departments and CSTS to receive electronic notifications when case data in MNCIS is updated or modified.	\$136,059
Hennepin County Justice Integration Program	<b>Integration for Child Protection Cases</b> This project will investigate and determine where data and documents for child protection cases could be electronically exchanged between Public Defender, Human Services, and Public Health agencies within Hennepin County.	\$100,000
Hennepin County Sheriff's Office <sup>1</sup>	<b>eFiling</b> This project will build an interface with Hennepin County Sheriff software and MNCIS.	\$50,000



**Court Technology Fund – Legislative Report**

Agency Name	Project Name/Summary	Award Amount
MN Judicial Branch	<p><b>Court Integration Public Website re-design and content update</b>                      This project will re-design and update the Court Integration Services subsite of the MN Judicial Branch website. Re-design and update will provide more detailed information to government partners and court personnel.</p>	\$168,000
MN Judicial Branch	<p><b>Self-Represented Litigant (SRL) Electronic Tools</b>                      This project will better assist SRLs in an electronic world, Part 1 will evaluate tools currently used in MN and across the county and assess the compatibility with existing technologies for implementation of the approved application.</p>	\$100,000
Legal Assistance of Dakota County	<p><b>Pica Software Case Management System</b>                      This project is for a new case management system to increase efficiency for staff and volunteer attorney programs, enhance information sharing with civil legal service partners, and make data compilation easier.</p>	\$12,010
Mahnomen County Sheriff's Dept.	<p><b>e-Citation Program</b>                      This project will upgrade the Sheriff's citation program and delivery system to provide automated citations.</p>	\$30,000
Mid-MN Legal Assistance	<p><b>Online Advice Website Redesign</b>                      This project will provide a customer user interface design and back-end development that will improve the client and attorney user experience, website administration, and reporting functions.</p>	\$56,000
Pennington County Attorney	<p><b>Mobile Computer System/Mobile E-Citation System Software Upgrade</b>                      This project will purchase technology to upgrade the citation program and delivery system for Pennington County and Thief River Falls.</p>	\$60,000
Rock County Sheriff's Office <sup>2</sup>	<p><b>eticketing</b>                      This project will allow eCitation complaints to be filed electronically into MNCIS.</p>	\$30,000
Todd County Attorney	<p><b>E-Citation Todd County</b>                      This project will enable the Sheriff department to e-file citations with Todd County District Court.</p>	\$30,000
Volunteer Lawyers Network	<p><b>Cloud Based CRM (Constituent Relationship Management) Platform and Web Portal</b>                      This project will develop and implement a cloud based CRM to streamline client intake, client and volunteer communication, and case management system.</p>	\$69,000

**Court Technology Fund – Legislative Report**

Agency Name	Project Name/Summary	Award Amount
Warroad Police Department	<p><b>eCitation Program</b>                      This project will upgrade the citation program and delivery system for automated citations for the Roseau County and the cities of Warroad and Roseau.</p>	\$90,000
	<b>Total FY2016 Awards Approved by the Judicial Council<sup>3</sup></b>	<b>\$1,013,763</b>

<sup>1</sup>Hennepin County Sheriff did not accept the \$50,000 award because it was determined that the project could be done with existing software instead of purchasing new software.

<sup>2</sup>Rock County Sheriff returned the \$30,000 because the County Board decided not to move forward with the Computer Aided Dispatch system.

<sup>3</sup> The Total Funds Awarded for FY2016, net of the returned funds, was \$933,763. The returned funds were made available for the FY2017 awards.



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**APPENDIX D – FY2017 COURT TECHNOLOGY FUND AWARDS  
(Applications received and approved in 2016)**

Agency Name	Project Name/Summary	Award Amount
Blue Earth County Attorney	<p><b>MNCIS Court Integration Services - Document Publishing</b>                      This project will automate the delivery process from MNCIS to DAMION, the case management system used by the County Attorney. This development will remove the need to manually request documents or obtain documents from the Courts. (Award covers \$26,000 for Blue Earth expenses and \$50,000 for Judicial Branch expenses.)</p>	\$76,000
MN Counties Computer Cooperative	<p><b>MCAPS and E-Filing Integration</b>                      This project will integrate MCAPS, the case management system and software package designed for county attorneys, with the Judicial Branch e-Filing System to allow MCAPS to submit and receive materials.</p>	\$20,000
Hennepin County	<p><b>Child Identifier Integration Project</b>                      This project will develop a unique child identifier for Public Safety and Human Services Systems to connect kids across truancy, child protection, and family court service programs.</p>	\$256,822
MN Judicial Branch	<p><b>IV-D Case Flag Identifier</b>                      This project will develop a flag for child support (IV-D) cases in MNCIS and PRISM, DHS case management system, to indicate when a child support magistrate has authority to hear a case and to assist in accurate claiming of federal reimbursement.</p>	\$62,178
Board of Public Defense	<p><b>Part-time Public Defender Electronic Integration</b>                      This project will purchase portable computing devices for part-time public defenders.</p>	\$135,000
Dept. of Public Safety - BCA	<p><b>Civil Commitment Query Service Feasibility Project</b>                      Based on the recommendation from the Criminal and Juvenile Justice Information Task Force, the project will determine the feasibility of a data pass for civil commitment information between the courts and BCA which would be used by law enforcement.</p>	\$300,000
	<b>Total FY2017 Awards Approved by Judicial Council</b>	<b>\$850,000</b>