

Attachment 9

Appendix A – District Court Criminal Cases Functional Requirements

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1. Case Initiation

Functional Category	Functional Req. ID	Functional Requirement
Case Data for Case Creation	FR-1.0	Case Data for Case Creation
	FR-1.1	Ability to select Charge (Case) Type of either Written Complaint, Penal Summons Complaint, Citation, Warrant of Arrest or Discharge of Surety and Other
	FR-1.1b	Ability to distinguish between traffic and non-traffic charge type
	FR-1.2	Ability to select Court and Location (default based on location of user who is signed in)
	FR-1.3	Ability for the system to default the Filing Date & Time to current
	FR-1.4	Ability to modify the Filing Date & Time
	FR-1.5	Ability to enter or correct an Arrest Report Number
	FR-1.6	Ability to enter or correct an OBTS number
	FR-1.7	Ability to enter or correct a Citation Number
	FR-1.8	Ability to enter or correct a Summons Number
	FR-1.9	Ability for the system to generate the Case Title as State of Hawaii vs. (Defendant Name)
	FR-1.10	Ability to modify the Case Title (system is limited to 50 characters)
	FR-1.11	Ability for the system to generate a case id upon submission
	FR-1.12	Ability for the system to show the Case Status as Active upon submission
	FR-1.13	Ability to mark case as Confidential
	FR-1.14	Ability to enter the incident number
	FR-1.15	Ability to enter case title information into the Extended Case Title field
	FR-1.16	Ability for the system to generate the full case title in the Extended Case Title field
Party Data for Case Creation	FR-2.0	Party Data for Case Creation
	FR-2.1	Ability to select whether or not the party is an individual or a business/gov't agency
	FR-2.2b	Ability to define/assign responsible party for business/gov't agency
	FR-2.2	Ability to enter First Name
	FR-2.3	Ability to enter Middle Name

Functional Category	Functional Req. ID	Functional Requirement
	FR-2.4	Ability to enter Last Name
	FR-2.5	Ability to enter (party) Prefix
	FR-2.6	Ability to enter (party) Suffix
	FR-2.7	Ability to enter Email Address
	FR-2.8	Ability to enter Address Type
	FR-2.9	Ability to enter Street Address
	FR-2.10	Ability to enter Apt/Unit Number
	FR-2.11	Ability to enter City
	FR-2.12	Ability to enter State
	FR-2.13	Ability to enter Zip Code
	FR-2.14	Ability to select Default Address if no address listed for party
	FR-2.15	Ability to enter Home Phone
	FR-2.16	Ability to enter Cell Phone
	FR-2.17	Ability to enter Business Phone
	FR-2.18	Ability to enter Drivers License (DL) and DL State or State ID Number and State. Note: The State ID issued by HCJDC has the same naming convention as the ID affiliated to a person who has been arrested for criminal activity (Criminal ID). HCJDC reported that they report the ID's separately based on the reason for creation.
	FR-2.19	Ability to enter Sex of Party
	FR-2.20	Ability to enter Date of Birth (DOB) of Party
	FR-2.21	Ability to enter Height and Weight of Party
	FR-2.22	Ability to enter Eye and Hair Color of Party
	FR-2.23	Ability to enter Business/Gov't Agency Name
	FR-2.24	Ability to enter Alias or multiple aliases
	FR-2.25	Ability to enter a country code
	FR-2.26	Ability to enter the SSN but only display the last 4 digits. Note: Need to support ability to enter last-4 of SSN as populated on the Criminal Citation.
	FR-2.27	Ability to enter more than 1 address type for a party

Functional Category	Functional Req. ID	Functional Requirement
	FR-2.27b	Ability to designate address as the primary/active address for a party that has more than 1 address.
	FR-2.28	Ability to keep/maintain history of previous address
Searching for an Existing Party	FR-2.2	
	FR-2.2.1	Ability to search for a Party or a Business/Gov't Agency
	FR-2.2.2	Ability to search by Party Id
	FR-2.2.3	Ability to search by First and Last Name
	FR-2.2.4	Ability to search by Business/Gov't Agency Name
	FR-2.2.5	Ability to search by Partial Name
	FR-2.2.6	Ability to search by Phonetic
	FR-2.2.7	Ability to search by DOB
	FR-2.2.8	Ability to search by DL or State ID Number
	FR-2.2.9	Ability to search by Bar ID for Attorneys
	FR-2.2.10	Ability to select Party from HIP Interface data
	FR-2.2.11	Ability to search by SSN
	FR-2.2.12	Ability to search by Alias, e.g., aka
Entering Additional Party Information	FR-2.3	
	FR-2.3.1	Ability to identify a Party as a Juvenile Note: Juvenile designated based on DOB entered for party for age less than 18 yrs old.
	FR-2.3.2	Ability to identify a Party as Confidential
	FR-2.3.3	Ability to select Party Role
	FR-2.3.4	Ability to assign Party to the case
Violation Data for Case Creation	FR-3.0	
	FR-3.1	Ability to enter Violation Date(s) and Time(s), On or between (date range).
	FR-3.2	Ability to enter Arrest Date and Time
	FR-3.3	Ability to enter Violation (statute ex: HRS)
	FR-3.4	Ability to select qualifier
	FR-3.5	Ability to default or modify the Offense Severity (felony, petty misdemeanor etc)
	FR-3.6	Ability for the system to default the Violation Type (pred-code = T4 for crim, D4 for violation)
	FR-3.7	Ability to enter statutes for a single charge
	FR-3.8	Ability to enter Modifier ex: attempted
	FR-3.9	Ability to default the Violation Description based on entry of violation, modifiers, statues, severity and type
	FR-3.10	Ability to enter a violation that is not currently in the system. Note: Violations not in system must be flagged for Calendaring and In Court.

Functional Category	Functional Req. ID	Functional Requirement
	FR-3.10.b	Ability to enter Violation Description that is not in the system, e.g., ability to override default description of Unknown Violation. Note: Violations not in system must be flagged for Calendaring and In Court.
	FR-3.11	Ability to auto-fill the violation based on data being entered by clerk
	FR-3.12	Ability to enter multiple violations per case
	FR-3.13	Ability to enter Law Enforcement Officer Information
	FR-3.14	Ability to enter Arrest Agency
	FR-3.15	Ability to enter Booking Agency
	FR-3.16	Ability to enter Booking Number
	FR-3.17	Ability to capture/enter CDL, HAZ MAT and CMV indicator for designated (traffic) violations.
	FR-3.18	Ability to capture speed for designated (traffic) violations.
Defendant Status for Case Creation	FR-6.0	
	FR-6.1	Ability to enter Defendants Custody Status (duplicate of 5.3)
Documents for Case Creation	FR-7.0	
	FR-7.1	Ability to Select Document Category
	FR-7.2	Ability to Select Document Type
	FR-7.3	Ability to Select "In Response To" or "In Support Of"
	FR-7.4	Ability to attach a PDF that has either been scanned or converted from a word processing software 11. OBTS Note from session: can't be scanned – they can use it to get the tracking number but we do not want the OTBS document attached to the case because it has personal information.
	FR-7.5	Ability to identify a document as Lead or Supporting Document
	FR-7.6	Ability to identify a document as a physical document in the event that it cannot be made into a PDF. Example: large tax map
	FR-7.7	Ability to mark a document as sealed
	FR-7.8	Ability to mark a document as confidential
	FR-7.9	Ability to enter a note associated to a document
	FR-7.10	Ability for the system to docket the case upon submission of the document
	FR-7.11	Ability to record the date and time of filing
	FR-7.12	Ability to record the filing party
	FR-7.13	Ability to identify/docket the 'Process Method', i.e., penal summons, warrantless arrest, in person, mail
Event Data for Case Creation	FR-8.0	
	FR-8.1	Ability to select Event Type. Note Arraignment and plea is the only event type for non felony case for initial appearance.
	FR-8.2	Ability to select Event Date

Functional Category	Functional Req. ID	Functional Requirement
	FR-8.3	Ability to select Event Time
	FR-8.3b	Ability to auto-populate Event Time based on court location and defined session start time, e.g. 8:30 a.m. for morning session and 1 pm for afternoon session. Note: some of the rural courts have a start time of 9 am instead of 8:30.
	FR-8.4	Ability to select Event Location
	FR-8.5	Ability to select Event Room
	FR-8.6	Ability to select Presiding Judge
	FR-30.12	Ability to select/enter Court Interpreter is needed
Notifications Once Case is Created	FR-9.0	
	FR-9.1	Ability to electronically notify parties on the case who are registered JEFS users
	FR-9.2	Ability to display who needs to be conventionally (i.e. paper) noticed
	FR-9.3	Ability to send information to appropriate work queues
	FR-9.4	Ability to print out a summary of the case
Additional Requirements	FR-10.0	
	FR10.1	Ability to correct any data that has been entered prior to submission of the case

2. Case Update

Functional Category	Functional Req. ID	Functional Requirements
Case Data for Case Update	FR 30.0	
	FR-30.1	Ability to update Case Type to one of the following: Written Complaint, Penal Summons Complaint , Citation, Warrant of Arrest or Discharge of Surety and Other
	FR-30.2	Ability to update Court and Location (default based on location of user who is signed in)
	FR-30.3	Ability to update the Filing Date & Time (flag if date entered is in the past)
	FR-30.4	Ability to update an Arrest Report Number
	FR-30.5	Ability to update an OBTS number
	FR-30.6	Ability to update a Citation Number
	FR-30.7	Ability to update the Case Title (system is limited to 50 characters)
	FR-30.8	Ability to update Case Status

Functional Category	Functional Req. ID	Functional Requirements
	FR-30.9	Ability to update a case as Confidential
	FR-30.10	Ability to update the incident number
	FR-30.11	Ability to update case title information in the Extended Case Title field
	FR-30.12	Ability to update Court Interpreter is needed
	FR-30.13	Ability show case aging
Party Data for Case Update	FR-31.0	
Updating a Party	FR-31.1	Ability to update whether or not the party is an individual or a business/gov't agency
	FR-31.2	Ability to update First Name
	FR-31.3	Ability to update Middle Name
	FR-31.4	Ability to update Last Name
	FR-31.5	Ability to update (party) Prefix
	FR-31.6	Ability to update (party) Suffix
	FR-31.6a	Ability to update responsible part name for business/government agency
	FR-31.7	Ability to update Email Address
	FR-31.8	Ability to update Address Type
	FR-31.9	Ability to update Street Address
	FR-31.10	Ability to update Apt/Unit Number
	FR-31.11	Ability to update City
	FR-31.12	Ability to update State
	FR-31.13	Ability to update Zip Code
	FR-31.14	Ability to change to Default Address if no address listed for party
	FR-31.15	Ability to update Home Phone
	FR-31.16	Ability to update Cell Phone
	FR-31.17	Ability to update Business Phone
	FR-31.18	Ability to update Drivers License (DL) and DL State or State ID Number and State
	FR-31.19	Ability to update Sex of Party
	FR-31.20	Ability to update Date of Birth (DOB) of Party
	FR-31.21	Ability to update Height and Weight of Party
	FR-31.22	Ability to update Eye and Hair Color of Party
	FR-31.23	Ability to update Business/Gov't Agency Name
	FR-31.24	Ability to update Alias or multiple aliases
	FR-31.25	Ability to update a country code
	FR-31.26	Ability to update the SSN but only display the last 4 digits Note: Need to support ability to enter last-4 of SSN as populated on the Criminal Citation.
	FR-31.27	Ability to update more than 1 address type for a party
	FR-31.28	Ability to update (correct) history of previous address
	FR-31.29	Ability to merge party ids and associated cases

Functional Category	Functional Req. ID	Functional Requirements
	FR-31.30	Ability to unmerge party ids and associated cases
Searching	FR-31.1.0	
	FR-31.1.1	Ability to search by Case Id
	FR-31.1.2	Ability to search by Incident
	FR-31.1.3	Ability to search by Citation
	FR-31.1.4	Ability to search by OBTS
	FR-31.1.5	Ability to search by Arrest Numbers
	FR-31.1.6	Ability to search by Name
	FR-31.1.7	Ability to search by case type, court, location
Updating Additional Party Information	FR-31.2.0	
	FR-31.2.1	Ability to update a Party as a Juvenile Note: Juvenile designated based on DOB entered for party for age less than 18 yrs old.
	FR-31.2.2	Ability to update a Party as Confidential
	FR-31.2.3	Ability to update Party Role
	FR-31.2.4	Ability to assign additional Parties to existing case
	FR-31.2.5	Ability to update a Start Date or End Date for a party
	FR-31.2.6	Ability to update Party Release
Violation Data for Case Update	FR-32.0	
	FR-32.1	Ability to update Violation Date(s) and Time(s) (ex: range of dates)
	FR-32.2	Ability to update Arrest Date and Time
	FR-32.3	Ability to update amend Violation (statute ex: HRS) Note: Amended Violation to maintain the same sequence number as initial/previous violation.
	FR-32.4	Ability to update amend the Offence Severity (felony, petty misdemeanor, etc)
	FR-32.5	Ability to update amend statutes for a single charge
	FR-32.6	Ability to update amend Modifier ex: attempted
	FR-32.7	Ability to systematically update the Violation Description based on updates to violation, modifiers, statues, severity and type
	FR-32.8	Ability to add violations to existing case
	FR-32.9	Ability to update Law Enforcement Officer Information
	FR-32.10	Ability to update Arrest Agency
	FR-32.11	Ability to update Booking Agency
	FR-32.12	Ability to update Booking Number
	FR-32.13	Ability to update the Count

Functional Category	Functional Req. ID	Functional Requirements
	FR-32.14	Ability to show the history of the original complaint, when an amended complaint is filed and to show that the charges/counts are superseded by the amended complaint. (don't require clerk to manually dispose)
	FR-32.15	Ability to either amend or correct violations. (ex: amend is by direction of court vs. correct clerical/eFiler error)
	FR-32.16	Ability to display both the initial charge and the amended charge
	FR-32.17	Ability to update either the amended or initial charge
	FR-32.18	Ability to amend the same charge multiple times Note: Amended Violation will maintain the same system sequence number as its initial/previous violation.
	FR-32.19	Ability to amend a charge back to the original charge
	FR-32.20	Ability to amend the Plea and to display both the initial Plea and amended Plea
	FR-32.21	Ability to show that an amended charge is Lesser Included
	FR-32.22	Ability to enter a violation that is not currently in the system and flag that the violation is not currently in the system
Documents for Case Update	FR-35.0	
	FR-35.1	Ability to delete a document
	FR-35.2	Ability for the system to docket the case upon deletion of a document
	FR-35.3	Ability to update Document Category
	FR-35.4	Ability to update Document Type
	FR-35.5	Ability to update In Response to or In Support Of
	FR-35.6	Ability to change a document from Lead to Supporting or vice versa
	FR-35.7	Ability to update a document as sealed
	FR-35.8	Ability to update a document as confidential
	FR-35.9	Ability to update a note associated to a document
	FR-35.10	Ability for the system to docket the case upon change of a Document Category
	FR-35.11	Ability for the system to docket the case upon change of a Document Type
	FR-35.12	Ability for the system to docket the case upon change of In Response to or In Support Of
	FR-35.13	Ability for the system to docket the case upon change of a document from Lead to Supporting or vice versa
	FR-35.14	Ability for the system to docket the case upon change of a document to sealed or unsealed
	FR-35.15	Ability for the system to docket the case upon change of a document to confidential or non confidential
	FR-35.16	Ability for the system to docket the case upon change of a note associated to a document

Functional Category	Functional Req. ID	Functional Requirements
	FR-35.17	Ability to update the filing date & time (flag if date entered is in the past)
	FR-35.18	Ability to update filed by
	FR-35.19	Ability to enter/update which volume a document is in (existing paper records)
Dockets for Case Update	FR-36.0	
	FR-36.1	Ability to delete a docket
	FR-36.2	Ability to edit a docket
Event Data for Case Update	FR-37.0	
	FR-37.1	Ability to update Event Type
	FR-37.2	Ability to update Event Date (flag if date entered is in the past)
	FR-37.3	Ability to update Event Time
	FR-37.4	Ability to update Event Location
	FR-37.5	Ability to update Event Room
	FR-37.6	Ability to update Presiding Judge
	FR-37.7	Ability to cancel an Event
	FR-30.12	Ability to update Court Interpreter is needed
Notifications Once Case is Updated	FR-38.0	
	FR-38.1	Ability to electronically notify parties on the case when updates are made
	FR-38.2	Ability to send or remove information to appropriate work queues when cases are updated
Additional Requirements	FR-39.0	
	FR-39.1	Ability to keep an audit trail of corrections. Note: Audit trail history that is displayed to the clerk includes: Violation, Party, Bail, Sentence and Docket.

3. Work Queues

Work Queue Set-up	FR-68.0	
N/A	FR-68.1	Ability to automatically generate work queue tasks based on system rules (docket code driven) established for each work queue
Screen provided	FR-68.2	Ability to display the work queue tasks that are associated to a case. (currently displayed in the task tab)
Screen provided	FR-68.3	Ability for a user to have access to 1 to many group work queues
Screen provided	FR-68.4	Ability for each group, by circuit/location, to establish their own group work queues
Same as FR 70-0	FR-68.5	Ability to set-up users to have either read only or update access to a group work queue
	FR-68.6	Ability to set-up a designated user(s) to add or remove tasks from being sent to a work queue.

Work Queue View	FR-69.0	
	FR-69.1	Ability to display all work queue tasks assigned to a particular user in their My Work Queue view
	FR-69.2	Ability to display all work queue tasks assigned to a Group work queue
	FR-69.3	Ability to filter tasks by Category and Type within My Work Queue or a Group Work queue
	FR-69.4	Ability to filter tasks by Status within My Work Queue or a Group Work queue
	FR-69.5	Ability to view tasks within a work queue (individual or group) by Case Id, Task Type, Task Description, Filed Date, Due Date or Status
	FR-69.6	Ability to click on the Case Id and be taken to the case.
	FR-69.7	Ability to return to work queue search results
	FR-69.8	Ability to click on a work queue tasks and see the details of that task
	FR-69.9	Ability to see the number of items in either an individual or group work queue
	FR-69.10	Ability to display who a work queue task is currently assigned to
	FR-69.11	Ability to display who last updated a work queue task and the date the tasks was last updated on
	FR-69.12	Ability to view documents associated with work queue tasks
Updating Tasks	FR-70.0	
	FR-70.1	Ability to assign a work queue task to another individual or to a group work queue
	FR-70.2	Ability to send a copy of a task to another individual or group work queue
	FR-70.3	Ability to update the status of a work queue task to Complete, Cancelled, Pending, Reviewed or Deleted
	FR-70.4	Ability to update the due date of a work queue tasks
	FR-70.5	Ability to add a note to a work queue task
Additional Work Queue Functionality	FR-71.0	
	FR-71.1	Ability to self-manage work queue, e.g., Unified View.

4. Calendaring Requirements

Scheduling an Event (by case)	FR-11.0	
	FR-11.1	Ability to select the event type that needs to be scheduled. Event types currently include: Arraignment and Plea, Initial Appearance, Proof of Compliance, Sentencing, Execution of Sentence, Execution of Jail Sentence, hearing On Motion, Hearing and Status

	FR-11.2	Ability to select the Court the event is being scheduled for
	FR-11.3	Ability to select the Date of the event
	FR-11.4	Ability to select the Courtroom the event is being scheduled in
	FR-11.5	Ability to select the Start Time of the event
	FR-11.6	Ability to select the End Time of the event
	FR-11.7	Ability to view how many cases are scheduled for a particular location (court/courtroom) at a specific date and time
	FR-11.8	Ability to see all cases within JIMS for a defendant and allow for both a Traffic and DC Crim case to be scheduled for the same courtroom on 1 calendar
	FR-11.9	Ability to select a previous date for the event
	FR-11.10	Ability to select a previous start time
	FR-11.11	Ability to select multiple events for the same date/time/location
	FR-11.12	Ability to mark an event as confidential ex: grand jury
	FR-11.13	Ability for the docket to be automatically updated with the appropriate docket code based on the type of event that was scheduled.
	FR-30.12	Ability to select/enter Court Interpreter is needed
Deleting, Cancelling or Modifying an Event that has already been scheduled (by case)	FR-12.0	
	FR-12.1	Ability to cancel an event that has previously been scheduled
	FR-12.2	Ability to modify the event type that was previously scheduled

	FR-12.3	Ability to update the docket to reflect the new event type that has been scheduled (ex: continuance)
	FR-12.4	Ability to modify the Court the event was scheduled for
	FR-12.5	Ability to modify the Courtroom the event was scheduled in
	FR-12.6	Ability to modify the Start Time of the event
	FR-12.7	Ability to modify the End Time of the event
	FR-12.8	Ability to add information (ex: Judge) to the event type
	FR-12.9	Ability to maintain an audit trail to show the original event, who deleted, modified/cancelled etc
	FR-12.10	Ability to modify the Date of the event
	FR-12.11	Ability to modify the Date of the event to a prior date
	FR-12.12	Ability to cancel multiple events
	FR-12.13	Ability to copy an event already scheduled and then modify date/time (ex: hearing already scheduled, copy, modify date/time)
	FR-12.14	Ability to delete an event (ex: scheduled in error)
	FR-12.14a	Ability to separate custody events from everything else
	FR-12.15	Ability to automatically update the docket to show that the event was cancelled and why it was cancelled. Ex: scheduled in error
	FR-12.16	Ability to capture the reason an event has been modified, such as continuance, furthering hearing, clerk data correction, eFiling correction, etc.
Creating the Calendar for a Specific Event	FR-13.0	
	FR-13.1	Ability to generate calendars by event type and then by alpha within an event type. Each calendar is generated by

		Court/Location/Courtroom.
	FR-13.1b	Ability to generate (sort) calendar by event type/alpha or just alpha by defendant.Note: Provide possible parameter selection/options to define prior to generating the calendar. This will allow calendar to be generated based on location preferred sort criteria.
	FR-13.2	Ability to generate a calendar by court/courtroom(s) and date/time that contains multiple event types and group by event type.
	FR-13.3	Ability for the generated calendar to contain: Reference Number, Case Id, Arrest Report Number, Citation Number, Defendant Name, Party ID, Aliases, Violation, Violation Date, Violation Description, Severity, Fees, Balance , Docket code Description, Docket Notes, Reason for Event (ex: proof of compliance), Appearances, Appearance minutes, Bail/Bond Amount, Bail/Bond Receipt/Tracking Number, Bail Posted By, Bail Forfeiture Date , Plea, Disposition
	FR-13.4	Ability to generate the calendar electronically and the ability to print the calendar
	FR-13.5	Ability to print only the additional cases that have been scheduled since the last printing of the calendar. i.e. generate a supplemental calendar or multiple supplemental calendars for the same day/time
	FR-13.6	Ability to number the cases on a calendar (reference number - ex: 1, 2, 3, 4, etc.). In the event that a Move On calendar is printed the next sequence number would be used.
	FR-13.7	Ability for the generated calendar to have a numbering schema and for the additional calendars (ex: move-on) to have a subsequent number.
	FR-13.8	Ability to generate an abbreviated calendar so that it can be posted outside of the courtroom.
	FR-13.9	Ability for events to be viewable on eCourt Kokua (like traffic events are viewable)
	FR-13.10	Ability to schedule the printing of the calendar as well as ability to print on demand

	FR-13.11	Ability to generate a "cover page" for a calendar that contains: Date and Time and Courtroom and allows for entry of the Presiding Judge, Prosecuting Attorney, Public Defender, Court Reporter, Court Clerk, Court Counselor and Court Officer (bailiff), Adjournment Time
	FR-13.12	Ability to perform search on the calendar by entry of the following criteria: Arrest Number(s), Name, Charge (Case) Type, Court, Location, Case ID and Party ID.
	FR-13.13	Ability to provide (electronically and printed) detail judge's calendar (similar to the current Judge's exhibit)
Notifications for Event Scheduling, Event Modifications and Event Cancelling	FR-14.0	
	FR-14.1	Ability to electronically notify parties on the case who are registered JEFS users
	FR-14.2	Ability to display who needs to be conventionally (i.e. paper) noticed
	FR-14.3	Ability to send information to appropriate work queues
	FR-14.4	Ability to electronically notify parties that additional cases have been added to a calendar for a specific/date time (ex: move-on calendar)

5. Post Adjudication Requirements

Case Data for Post Adjudication	FR-40.0	
	FR-40.1	Ability to update Case Type to one of the following: Written Complaint, Penal Summons Complaint, Citation, Warrant of Arrest or Discharge of Surety and Other within the same circuit
	FR-40.2	Ability to update Court and Location (default based on location of user who is signed in)
	FR-40.3	Ability to update the Filing Date & Time

	FR-40.4	Ability to update an Arrest Report Number
	FR-40.5	Ability to update an OBTS number
	FR-40.6	Ability to update a Citation Number
	FR-40.7	Ability to update the (short) Case Title (system is limited to 50 characters)
	FR-40.8	Ability to update Case Status
	FR-40.9	Ability to update a case as Confidential
	FR-40.10	Ability to update the incident number
	FR-40.11	Ability to update case title information in the Extended Case Title field
Party Data for Post Adjudication	FR-41.0	
Updating a Party	FR-41.1	Ability to update whether or not the party is an individual or a business/gov't agency
	FR-41.2	Ability to update First Name
	FR-41.3	Ability to update Middle Name
	FR-41.4	Ability to update Last Name
	FR-41.5	Ability to update (party) Prefix
	FR-41.6	Ability to update (party) Suffix
	FR-41.7	Ability to update Email Address
	FR-41.8	Ability to update Address Type(s)
	FR-41.9	Ability to update Street Address
	FR-41.10	Ability to update Apt/Unit Number

	FR-41.11	Ability to update City
	FR-41.12	Ability to update State
	FR-41.13	Ability to update Zip Code
	FR-41.14	Ability to change to Default Address if no address listed for party
	FR-41.15	Ability to update Home Phone
	FR-41.16	Ability to update Cell Phone
	FR-41.17	Ability to update Business Phone
	FR-41.18	Ability to update Driver's License (DL) and DL State or State ID Number and State
	FR-41.18a	Ability to update SID
	FR-41.19	Ability to update Sex of Party - Required with Option for Unknown
	FR-41.20	Ability to update Date of Birth (DOB) of Party - Required with Option for Unknown
	FR-41.21	Ability to update Height and Weight of Party
	FR-41.22	Ability to update Eye and Hair Color of Party
	FR-41.23	Ability to update Business/Gov't Agency Name
	FR-41.24	Ability to update Alias or multiple aliases
	FR-41.25	Ability to update a country code
	FR-41.26	Ability to update the SSN but only display the last 4 digits Note: Need to support ability to enter last 4 of SSN as populated on the Criminal Citation.
	FR-41.27	Ability to update more than 1 address type for a party
	FR-41.28	Ability to update (correct) history of previous address

Updating Additional Party Information	FR-41.1.0	
	FR-41.1.1	Ability to update a Party as a Juvenile Note: Juvenile designated based on DOB entered for party for age less than 18 yrs old.
	FR-41.1.2	Ability to update a Party as Confidential
	FR-41.1.3	Ability to update Party Role
	FR-41.1.4	Ability to assign additional Parties to existing case
Violation Data for Post Adjudication	FR-42.0	
	FR-42.1	Ability to update Violation Date(s) and Time(s) (ex: range of dates)
	FR-42.2	Ability to update Arrest Date and Time
	FR-42.3	Ability to update amend Violation (statute ex: HRS)
	FR-42.4	Ability to update amend the Offence Severity (felony, petty misdemeanor etc)
	FR-42.5	Ability to update amend statutes for a single charge
	FR-42.6	Ability to update amend Modifier ex: attempted
	FR-42.7	Ability to systematically update the Violation Description based on updates to violation, modifiers, statues, severity and type
	FR-42.8	Ability to add violations to existing case
	FR-42.9	Ability to update Law Enforcement Officer Information
	FR-42.10	Ability to update Arrest Agency
	FR-42.11	Ability to update Booking Agency

	FR-42.12	Ability to update Booking Number
	FR-42.13	Ability to either amend or correct violations. (ex: amend is by direction of court vs. correct clerical/eFiler error)
See Case Update	FR-32.16	Ability to display both the initial charge and the amended charge
See Case Update	FR-32.17	Ability to update either the amended or initial charge
See Case Update	FR-32.18	Ability to amend the same charge multiple times Note: Amended Violation will maintain the same system sequence number as its initial/previous violation.
See Case Update	FR-32.19	Ability to amend a charge back to the original charge
See Case Update	FR-32.20	Ability to amend the Plea and to display both the initial Plea and amended Plea
Sentencing Data for Post Adjudication	FR-45.0	
	FR-45.17	Ability to select and store Suspended
	FR-45.18	Ability to select partial if applicable
	FR-45.19	Ability to update Suspended Days
	FR-45.20	Ability to update Suspended Months
	FR-45.21	Ability to update Suspended Year
	FR-45.22	Ability to add Suspended Credit
	FR-45.23	Ability to update Special Conditions
	FR-45.24	Ability to update "suspended" or "partial suspend" , Credit
	FR-45.25	Ability to update Partial Jail
	FR-45.26	Ability to update Jail Days

	FR-45.27	Ability to update Jail Hours
	FR-45.28	Ability to update Jail Months
	FR-45.29	Ability to update Jail Year
	FR-45.30	Ability to update Concurrent or Consecutive
	FR-45.31	Ability to update Special Conditions
	FR-45.32	Ability to update credit
	FR-45.33	Ability to update time period associated with Probation
	FR-45.34	Ability to enter conditions of probation, such as Jail, Community Service, Restitution and Fees/Fines.
	FR-45.35	Ability to update time period associated with Conditional Discharge
	FR-45.36	Ability to update time period associated with Community Service
	FR-45.37	Ability to update License Suspension
	FR-45.38	Ability to update License Suspension Days
	FR-45.39	Ability to update License Suspension Hours
	FR-45.40	Ability to update License Suspension Months
	FR-45.41	Ability to update License Suspension Year
	FR-45.42	Ability to update Concurrent, Consecutive, Absolute
	FR-45.43	Ability to update Special Conditions
	FR-45.44	Ability to update license surrender (in court, not surrendered)
	FR-45.45	Ability to update License Revocation Days
	FR-45.46	Ability to update License Revocation Hours

	FR-45.47	Ability to update License Suspension Months
	FR-45.48	Ability to update License Revocation Year
	FR-45.49	Ability to update Concurrent, Consecutive, Absolute
	FR-45.50	Ability to update Special Conditions, e.g. Revocation Ignition Interlock System Installed
	FR-45.51	Ability to update license surrender (in court, not surrendered)
	FR-45.52	Ability to update Suspended Hours
	FR-45.53	Ability to update a Return Court Date/Floor/Courtroom/Time for Payment
	FR-45.54	Ability to update a Return Court Date/Floor/Courtroom/Time for Sentence
	FR-45.55	Ability to update a Return Court Date/Floor/Courtroom/Time for Proof of Compliance
	FR-45.56	Ability to update a Return Court Date/Floor/Courtroom/Time for DAGP/DANCP
	FR-45.57	Ability to update a Return Court Date/Floor/Courtroom/Time for Hearing
	FR-45.58	Ability to update a Return Court Date/Floor/Courtroom/Time for Arraignment Plea & Trial
	FR-45.59	Ability to update a Return Court Date/Floor/Courtroom/Time for Preliminary Hearing
	FR-45.60	Ability to update time period associated with Deferred Acceptance of Guilty Plea
	FR-45.61	Ability to update time period associated with Deferred Acceptance of Nolo Contendere
	FR-45.62	Ability to update referral to drivers education department
	FR-45.63	Ability to select refer or re-refer to CSSB (Community Service Sentencing Branch)
	FR-45.64	Ability to select refer or re-refer to District Court Probation
	FR-45.65	Ability select 'Other' as sentence option with free form text box

	FR-45.66	Ability to select Subject to Mandatory Terms and Conditions
	FR-45.67	Ability to select Remain Arrest and Conviction Free
	FR-45.68	Ability to select Need Not Return if Complied
	FR-45.69	Ability to select Committed to Circuit Court
	FR-45.70	Ability to transfer case within a circuit
	FR-45.71	Ability to update a change of venue
	FR-45.72	Ability to update conversion from 1 sent type to another sent type
	FR-45.73	Ability to update a sent for each count
	FR-45.74	Ability to reflect that sent can run concurrent and/or consecutive for the same count
	FR-45.75	Ability to update Special Terms and Conditions (drop-down and free form text)
Documents for Post Adjudication	FR-46.0	
	FR-46.1	Ability to add a document
	FR-46.2	Ability to delete a document
	FR-46.3	Ability for the system to docket the case upon deletion of a document
	FR-46.4	Ability to update Document Category
	FR-46.5	Ability to update Document Type
	FR-46.6	Ability to update In Response to or In Support Of
	FR-46.7	Ability to change a document from Lead to Supporting or vice versa
	FR-46.8	Ability to update a document as sealed

	FR-46.9	Ability to update a document as confidential
	FR-46.10	Ability to update a note associated to a document
	FR-46.11	Ability for the system to docket the case upon change of a Document Category
	FR-46.12	Ability for the system to docket the case upon change of a Document Type
	FR-46.13	Ability for the system to docket the case upon change of In Response to or In Support Of
	FR-46.14	Ability for the system to docket the case upon change of a document from Lead to Supporting or vice versa
	FR-46.15	Ability for the system to docket the case upon change of a document to sealed or unsealed
	FR-46.16	Ability for the system to docket the case upon change of a document to confidential or non confidential
	FR-46.17	Ability for the system to docket the case upon change of a note associated to a document
Dockets for Post Adjudication	FR-47.0	
	FR-47.1	Ability to delete a docket code
	FR-47.2	Ability to edit a docket code
	FR-47.3	Ability to add a docket code
	FR-47.4	Ability to enter/view related or associate cases (ex: SP)
	FR-47.5	Ability to update filing date/time
	FR-47.6	Ability to update or add docket text
Event Data for Post Adjudication	FR-48.0	

	FR-48.1	Ability to update Event Type
	FR-48.2	Ability to update Event Date
	FR-48.3	Ability to update Event Time
	FR-48.4	Ability to update Event Location
	FR-48.5	Ability to update Event Room
	FR-48.6	Ability to update Judge
	FR-48.6a	Ability to update parties present (attorney, public defender, judge, court staff, defendant, etc...)
	FR-48.7	Ability to cancel an Event
	FR-48.8	Ability to add an Event
	FR-48.9	Ability to add Event Type
	FR-48.10	Ability to add Event Date
	FR-48.11	Ability to add Event Time
	FR-48.12	Ability to add Event Location
	FR-48.13	Ability to add Event Room
	FR-48.14	Ability to add Judge
	FR-48.14a	Ability to add parties present (attorney, public defender, judge, court staff, defendant, etc...)
	FR-48.15	Ability to add an Event for a previous day **Flag dates in past with confirmation check
FR.50.45	FR-48.16	Ability to prevent duplicate events (same date/time) for a case from being scheduled.
FR.50.46	FR-48.17	Ability to flag if a defendant is already scheduled for an event at the same date as the event currently being scheduled and

		display the events that are currently scheduled for that date
Post Adjudication Notifications	FR-49.0	
	FR-49.1	Ability to electronically notify parties on the case when updates are made
	FR-49.2	Ability to send information to appropriate work queues when cases are updated
Other	FR-50.0	
	FR-50.3	Ability to reflect the case location information on a dispo slip (instead of event location if different) when a case is heard in another location. (Purpose--way to flag clerk that this is another location's case)
	FR-50.4	Ability to flag case - prevent from closing if the following criteria are met: a. Bailb. Bench warrant c. Penal Summons d. Undisposed Violation e. Unpaid Fees/Fines f. Collections g. Outstanding Events

6. Report Requirements

Report Generation	FR-51.0	
	FR-51.1	Ability to generate reports in Crystal or via the Web application
	FR-51.2	Ability for reports to be generated both on-demand and via a scheduled processing
	FR-51.3	Ability to generate a report for a specific date/time or time period
	FR-51.4	Ability to generate a report for a specific Circuit, Court and Location
	FR-51.5	Ability to generate a report across Circuits
	FR-51.6	Ability to display report last update (date/time)
Report	FR-52.0	

Distribution		
	FR-52.1	Ability to print a report
	FR-52.2	Ability to download and save a report to a desktop
Bench Warrant Reports	FR-53.0	
	FR-53.1	Bench Warrant Control List
	FR-53.2	Bench Warrant Exception Reports
	FR-53.3	Bench Warrant Transmittal Report (data elements may vary by circuit)
Pre-Court Reports	FR-54.0	
	FR-54.1	Edit List (cases, parties, event, time, courtroom)
	FR-54.2	Cases scheduled for Trial (location, session, cases per session etc)
	FR-54.3	Cases scheduled for Court (location, date, time, event)
	FR-54.4	Transport (request bodies from OCCC etc..)
	FR-54.5	Three Calls (list of parties scheduled to appear at a certain date/time for a specific court room)
	FR-54.6	Custody (list of defendants in custody for particular day)
	FR-54.7	List of Documents by case
	FR-54.8	Court Room List (cases and defendants)
	FR-54.9	Compliance Report Filed (shows reports filed, court/location, date)
Calendars	FR-55.0	
	FR-55.1	Arraignment and Plea

	FR-55.2	Arraignment, Plea and Trial
	FR-55.3	Custody
	FR-55.4	Jail Diversion
	FR-55.5	Geo Restriction
	FR-55.6	Hearing on Motions
	FR-55.7	Mental Health
	FR-55.8	Preliminary Hearing
	FR-55.9	Proof of Compliance
	FR-55.10	Sentencing
	FR-55.11	Status/Pre-Trial
	FR-55.12	Weed/Seed
	FR-55.13	Calendar Summary
	FR-55.14	Calendar Summary Detailed
	FR-55.15	Ability to combine multiple calendar (event type) into a single calendar Ex: 1 calendar that has POC and Sentencing
	FR-55.16	Ability to prioritize cases on a calendar and have the report reflect it as such.
	FR-55.17	Ability to generate new calendars if additional event types are added
Post Court Reports	FR-56.0	
	FR-56.1	Community Service Referral work
	FR-56.2	County Clerk Report (defendants convicted of a felony)
	FR-56.3	Probation Refer Report

	FR-56.4	Public Defendant Refer Report
	FR-56.5	Court Interp. Assignment
	FR-56.6	DL Refer Report
	FR-56.7	Court Appt Attorney Assignments
	FR-56.8	Penal Summons Control List
Management Reports	FR-57.0	
	FR-57.1	Ad-Hoc Reports--Vary based on data elements requested
	FR-57.2	Annual Report--Court, Case Type, Case Status, Year, Date Range
	FR-57.3	Case by Status--Court, Case Id, Case Type, Case Status, Date Range, Judge
	FR-57.4	Case Master List--Court, Location, Case ID, Case Title, Case Type, Case Status
	FR-57.5	Case Outcome--Court, Case Id, Case Description, Case Type, Disposition Type, Date of Dispo, Date Range
	FR-57.6	Daily Transactions--Court, Location, Case Id, Case Description, Case Type, Entry Clerk, Judge, Court Room
	FR-57.7	Master Court List (lists all court cases for a day broken down by court room)
	FR-57.8	Report by Citation Issued (broken down by agency)
	FR-57.9	Cases Taken Under Advisement (Judge, Case, Court, Date Range)
	FR-57.10	Cases on Appeal
	FR-57.11	Cases with Request for Transcripts

	FR-57.12	Cases Committed to Circuit
	FR-57.13	Cases Remanded from Circuit
	FR-57.14	Medical Exam Order/DR Rept Received (mental health cases)
	FR-57.15	Aging Report (Circuit, Court, Location, Cases)
	FR-57.16	Cases with Domestic Violence (Pre-court and Post-Court Reports)
	FR-57.16a	Civil Cases
	FR-57.16b	Drivers Education Referral Report
	FR-57.16d	Active Bench Warrants
	FR-57.16e	Death Certificates
Miscellaneous Reports	FR-58.0	
External Agency Report	FR-58.1	Humane Society Dog Leash Citations Issued
Interpreter Reports	FR-76	
	FR-76.1	Daily report) Interpreter assignments by court/building location. Report to include interpreter's name, language, scheduled start/end time and courtroom/location of the assignment. Note: This allows court staff to use interpreters already retained and on premises to service other cases in that language, as needed.
	FR-76.2	Interpreter use statistics by interpreter name, language, date(s) of service, court, number of cases, cost.

7. ODP Requirements

Document Generation	FR-60.0	
	FR-60.1	Ability to select the type of ODP document by Case that needs to be created

	FR-60.2	Ability to select additional relevant data fields based on the type of ODP letter that was selected. Ex: Bail Amount
	FR-60.3	Ability to generate a Preview of the document
	FR-60.4	Ability to cancel document
	FR-60.5	Ability to submit document
	FR-60.6	Ability to print document
	FR-60.7	Ability to enter free-form text
Docketing	FR-61.0	
	FR-61.1	Ability to docket the case upon submission of an ODP document
	FR-61.2	Ability to view the image of the ODP document
Document Distribution	FR-62.0	
	FR-62.1	Ability to electronically notify JEFS users
	FR-62.2	Ability to send information to appropriate work queues
	FR-62.3	Ability to auto-print copies for non-JEFS users
	FR-62.4	Ability to show distribution list on the bottom of the ODP document
ODP Pre-Court Documents	FR-64.0	
Pre/In/Post	FR-64.1	Dispo Slip
	FR-64.2	Notice of Hearing
Pre/In/Post	FR-64.3	Stay Away Order
Pre/In/Post	FR-64.4	Commitment

	FR-64.5	Temp. Mittimus
	FR-64.6	Pre-Trial Order (Family court)
ODP In Court Documents	FR-65.0	
	FR-65.1	Notice of Entry of Judgment and/or Order and Plea/Judgment
	FR-65.2	Notice of Entry of Judgment and/or Order
In/Post	FR-65.3	Waiver of Jury Trial (defendant and attorney need to sign)
In/Post	FR-65.4	Bench Warrant(s)
In/Post	FR-65.5	Penal Summons
In/Post	FR-65.6	Mittimus
ODP Post Court Documents	FR-66.0	
In/Post	FR-66.1	Terms & Conditions (probation)
In/Post	FR-66.2	Special Terms & Conditions
In/Post	FR-66.3	Geo Restriction Order (currently requires defendants signature)
In/Post	FR-66.4	Probation (currently requires defendants signature)
In/Post	FR-66.5	Jail Diversion (currently requires defendants signature)
In/Post	FR-66.6	Deferral (currently requires defendants signature)
In/Post	FR-66.7	Change of Plea (currently requires defendants signature)
In/Post	FR-66.8	Acknowledgment of Receipt of Terms/Conditions of Probation (currently requires defendant and attorney signature)
In/Post	FR-66.9	Order Recalling BW
In/Post	FR-66.10	Order for Return of Property

In/Post	FR-66.11	Order for Attorney Sanctions
In/Post	FR-66.13	Order Setting Aside Bail & Establishing Terms & Conditions of Release
In/Post	FR-66.14	Order Granting Permission for Admission to Drug Court & Setting Aside Bail
Amended ODP Documents	FR-67.0	
	FR-67.1	Ability to have amended versions of all ODP documents
	FR-67.2	Ability to populate the amended version of the ODP document with the data from the Original ODP document

8. Charge Code Requirements

Charge Code Maintenance	FR-77	
	FR-77.1	Ability to "edit" charge description without ending a charge.
	FR-77.2	Ability to add fines/fees to an existing/current/active charge without ending a charge
	FR-77.3	Ability to enter a new charge with an 'effective date' in the past
	FR-77.4	Ability to end a charge with an 'end date' in the past
	FR-77.5	Ability to add charge categories without ending a charge
	FR-77.6	Ability to select/deselect "eTraffic" or other checkmark boxes without ending a charge

9. Interface Requirements

HCJDC	FR-78
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	FR-78.1	To provide the Hawaii Criminal Justice Data Center (HCJDC) with updated case information from the District Court Criminal (DCCRIM) System. After the weekly backups are run Saturday morning (about 3am), this weekly batch job (BJKAM10) reads through the ADABAS Protection Log Extract Utility files for all District Court Criminal Cases that were updated during the week. Case information (Appearance, Count, Sentence) is sent to HCJDC. Outbound - FTP to HIC server, no acknowledgment
	FR-78.2	A cartridge from HCJDC is delivered and input into DC Crim every other week. To provide the Judiciary - District Court Criminal System with corrected
HIP	FR-78.3	Interface polls HCJDC throughout the day to retrieve Arrest Report details.
City and County	FR-79	
	FR-79.1	To provide the City and County with Commercial Driver's License case data. Interface is run from case management systems DCCRIM and JIMS (also HAJIS).
HIC	FR-80	
EBW		HIC pulls warrant info & sends to Law Enforcement for Traffic
Statistics Branch Interface	FR-83	
	FR-83.1	To send data to the Judiciary Statistics Branch where it is used to compile published reports for the Judiciary. All cases initiated within a certain date range are sent to the Statistics Branch for use in published reports.
IntelliCorp Interface	FR-85	
	FR-85.1	To send data to external an agency (IntelliCorp, Inc.) that uses data to screen employment candidates for hiring. Runs for all but confidential cases. All case data except confidential cases, is sent to an external agency via FTP to HIC server.

10. Conversions Requirements

Data Timeframe	FR-86	
	FR-86.1	Case that has not been adjudicated will be converted.
	FR-86.2	Cases that have not met the data retention guidelines will be converted.
Data Elements	FR-87	
Person		
	FR-87.1	Ability to convert person details for Defendant, Attorney , LEO, Judge, Interpreter (what language they interpret for), Clerk, Bailiff, Witness, Co-Defendant, Probation, Complaint (include address for restitution purposes)
Case		
	FR-87.2	Ability to convert case and maintain existing DC CRIM Case ID
Docket		
	FR-87.3	Ability to convert related case dockets and docket notes.
Fees/Fines		
	FR-87.4	Ability to convert the DC CRIM case details such as: Disposition, Plea, Sentence, Bail/Bond, Restitution, Payment Due Date (defendant has 30 days to pay when fined in court), Written Response (set by Judge), Community Service Begin/End (set by Judge), Witness List (set by Judge), Exhibit List (set by Judge), Pre-Trial Motions Deadline (set by Judge), Trial Week (set by Judge), Probation length (set by Judge), Deferral Period (set by Judge), Collection Dates (ex: target when something would be sent), Event Section--Next Hearing Date Collections--when eligible and when sent
Data Security	FR-88	

	FR-88.1	Ability to convert cases and maintain current data security setting, e.g., confidential.
Miscellaneous	FR-89	
	FR-89.1	The ability to exclude any family court records from any DC CRIM conversions. Note: There are no family court records in DC Crim. There are abuse cases on the calendar--those cases are filed in district court.