

Show-Me Courts Municipal Division Implementation

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SMC Municipal Division Implementation Plan

On April 13th 2018, MCA approved the plan to implement SMC at all municipal divisions

In October 2019, MCA approved an addendum to the plan

- Copy of the two documents are on the SMC page of the CIC -
<https://www.courts.mo.gov/page.jsp?id=55668>

What changed on the plan?

In July 2019 the MCA Committee tasked IPTT to review the SMC implementation plan due to recent changes to Rule 4.01:

- *The Missouri statewide court automation system is the uniform record keeping system for the circuit court and **is mandatory** as to the form, style, and maintenance of records dealing with civil, criminal, juvenile, probate, mental health, family court, traffic and municipal cases. Any division of the circuit court may use its existing manual or automated system, and any upgrades approved by the state judicial records committee, **until such time as the statewide court automation system is available for implementation in that division**. Nothing in this COR 4.01 prohibits a division of the circuit court from entering, maintaining, or archiving records on cases filed before the available implementation date of the statewide court automation system for that division in the same manual or automated system as used in such division on the day before such implementation date, provided that the system was in compliance with all applicable court operating rules at that time and is thereafter maintained and operated in accordance with such rules.*

Implementation Assumptions

In the development of the plan, numerous assumptions have been identified:

- Court staff will utilize SMC in-application help, eLearning courses. Court staff will attend regional education sessions;
- Regional education sessions will be scheduled to correspond with regional deployment schedules;
- Court staff will assist other court staff in the training and use of SMC (peer-to-peer assistance);
- Municipal divisions will comply with SMC functionality as provided by Court Operating Rules;
- Municipal divisions migrating from other automated systems may not have the same functionality with SMC;

Implementation Approach

- Courts that had been using JIS were changed to SMC by the addition of users to SMC.
- Municipal courts were asked for volunteers. This list is currently being worked.
- With the change mandated by MCA, the Presiding Judge of each circuit is being queried regarding the implementation of SMC in that circuit.

Education Needs

- Municipal Divisions will require additional education to utilize *all* of the automation products (e.g., eBench, OSCA Reports, Cognos, and JIS) available to manage cases and the associated financials.
- Facilitate court staff to become knowledgeable on SMC features and related automation products by utilizing the in-application help, training videos, job shadowing other SMC courts and attending regional training sessions as needed.

Methodology

- The approach utilizes a small number of court staff at each court who will act as the local subject matter expert (SME) for Show-Me Courts topics
- The SME staff will receive access (first) to existing functionality of Show-Me Courts, utilize the web based training, regional training and the Show-Me Courts “in application” help pages
- SME’s external to the municipal court are available (other municipal courts and circuit courts)

Implementation Support

- The local SME will be the first resource for court staff to utilize in resolving SMC related questions. The local SME will have access to other SME located in other jurisdictions and OSCA Help desk resources to resolve issues
- Support documentation is available to all court staff on the CIC web page - [Local Subject Matter Expert Contact List](#)

Implementation Support

This information is available on the **eResources** web page. This web page is accessed from the Show-Me Courts web page on CIC .

Implementation Materials

[Snapshot: What You Need to Know Before Going Live](#)

[Charge Code Mapping Instructions](#)

[Charge Code Mapping Sample](#)

[Charge Code Mapping Template](#)

[eFiling Administrative Order Template](#)

[Municipal Division Infrastructure Recommendations](#)

[Monthly Deployments](#)

[Preparing Warrant Service Documents for Electronic Retrieval](#)

Security Access Spreadsheets (Complete and Return to SMSC@courts.mo.gov)

[ALL Feature Access](#) (All Features Included)*

[NEW Feature Access](#) (Only New Features Included)**

[Access for Auto Create Case](#)

SMC Information on CIC

- <https://www.courts.mo.gov/page.jsp?id=66913>



The screenshot shows the top navigation bar of the Show-Me Courts website. It features the Missouri Courts logo on the left, the text "SHOW-ME COURTS Judicial Branch of Government" in the center, and a dark blue bar with "Show-Me Courts" on the right. Below the navigation bar is a video player showing a woman in a blue blazer, with a play button and the text "Show-Me Courts Video Series". To the right of the video player is a text box with the heading "Welcome to Show-Me Courts!" and a paragraph of introductory text.



The foundation of Show-Me Courts is continuous improvement and incremental delivery. The combined vision of both the Missouri Court Automation Committee and the Change Control Subcommittee is to develop solutions on an ongoing basis, and then incrementally roll out features, adhering to the decision-making principle of "progress not perfection; progress not disruption." The goal is to deliver an evolving, efficient, flexible, reliable, responsive, intuitive and user-friendly system. This approach should help judiciary staff understand how to use Show-Me Courts one piece at a time, rather than expecting everyone to learn an entire new system at once.

The Show-Me Courts webpage provides a variety of resources developed for circuit court and municipal division staff. To get started, simply watch the introductory video and begin reviewing the Show-Me Courts tools accessible below. Questions can be directed to the OSCA Help Desk at (888) 541-4894 or OSCA.Help.Desk@courts.mo.gov. Note: The Show-Me Courts webpage is updated frequently, so check back often for the most up-to-date information.



Implementation Manuals
Access role-based implementation manuals



Contacts
Find need-to-know names, phone numbers and email addresses



eResources
Retrieve a variety of informational implementation tools



Video Library
Watch brief videos to learn more about the system



Training
Learn how to use features and functionalities at your leisure



SMCLive!
Engage in discussions with subject matter experts - **Coming soon!**

SMC Approved Features

The features listed are available to all locations using Show-Me Courts.

- Enter a Case
- Case Import
- Auto Create Case (automatically create and post violations bureau cases without clerk intervention)
- Cases paid online are automatically receipted and disposed without clerk intervention
- Maintain Case Parties
- Party Details
- Scheduling
- Docketing
- Court Disposition/ Maintain Sentence and Programs
- Error Correction
- Document Generation
- Service Documents
- Court Calendar
- Motion Processing
- List Processing
- Action Queue



Accounting Specific Features

- Receipting
- Void Receipts
- Create and Maintain Payment Plan
- Recall Payment Plan from Debt Collection
- Exempt Payment Plan from Debt Collection
- Hold Payment Plan from Debt Collection
- Release Hold Payment Plan from Debt Collection
- Manage Assessments
- Add/Change/Delete Payee on an Assessment
- Bond Posting
- Bond Association
- End of Day Cashier close out
- End of Day Deposit Approval

Features currently in pilot

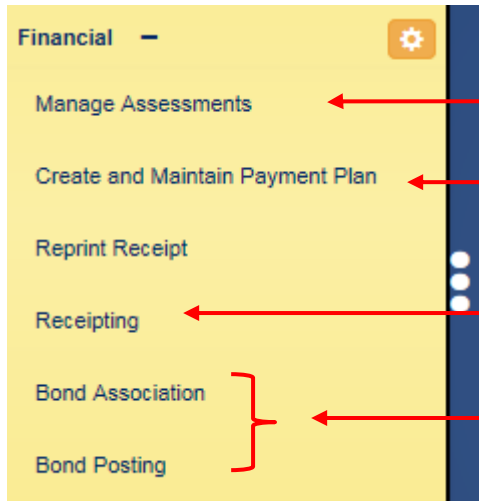
- End of Month Processing– Create and Maintain payables – Currently in pilot, with an update on 10/18/19
- Print Checks – in pilot 10/18/19
- eWarrants – in pilot – The pilot group for this functionality is separate from the normal pilot group. It consists of - St Ann, St Charles County, St Charles County Ordinance, Jackson County, St Louis City (CT22) expected to start app 28 October with St Louis County (CT21) to follow

In development for upcoming release **to pilot**

- Docketing Update with Pre-Defined Text – November 2019
- General Ledger – December 2019
- Bank Reconciliation – December 2019
- Miscellaneous Receipting – January 2020
- Deposit Accounts – View/Add/Update/Inactivate – January 2020
- Accept eFiling Payments though clerk acceptance queue – January 2020
- Check register – Create and Maintain – approximately March/April 2020

Access to SMC is controlled by security

Completing and submitting the security spreadsheet is required to gain access to SMC features. In this example, the user does not have access to Maintain Payment Plan.



		Manage Assessments		Bond Posting and Association		Receiving process		View Payment Plan		Create Payment Plan	
First Name	Last Name	Financial Assessing	Financial Adjustments on Assessments	Financial Bond Posting and Association	Financial Bondpayouts	Financial Receiving	Financial Summaries	Financial View Payment Plan	Financial Create Payment Plan	Financial Update Payment Plan	Financial Delete Payment Plan
Fist Name	Last Name	Able to assess cost and fines on a case	Approve adjustments on assessment amount on a case	Post a Bond on a case or person, Associate existing bonds on a case	Use Bonds to make payments , Refund Bonds	Accept Payments on a case - cash/check/money order/credit card/ open items , Print Receipts, Reprint Receipts	View all Financial Transations affecting a case.	View only Payment Plan schedule and status	Create all Financial Transatio ns affecting a case.	View, Create and Update Payment Plan	Create, Update, & Delete a Payment Plan
John (Example)	Doe				Yes						

This is the Accounting tab in the Security Spreadsheet

SMC – If you can see it- you can use it.

The screenshot displays the Missouri Courts SMC web application interface. At the top, a yellow navigation bar contains the Missouri state flag, a dropdown menu for 'Court' (set to 'User Acceptance'), and tabs for 'Municipal & Traffic', 'Treatment', and 'Calendar'. On the right side of the navigation bar are icons for help, search, a wrench, settings, a megaphone, and a user profile. Below the navigation bar is a dark blue sidebar with a yellow background, listing various functions under the 'Municipal & Traffic' heading, each with a plus sign and a gear icon: Case Import, Enter a Case, Docketing, Scheduling, Parties, Court Disposition, Maintain Sentence And Programs, Motion Processing, Financial, Error Correction, Document Generation, and Service Documents. The main content area features a large graphic of a scale of justice set against a silhouette of Missouri. At the bottom of this graphic is a red banner with the text 'SHOW-ME COURTS' and 'Judicial Branch of Government'.



Municipal Court Implementation Manual Review

Court Information Center Review