

# New Philadelphia Municipal Court

## 2023 Court Technology Plan

Pursuant to Ohio Rules of Superintendence 5(E), the New Philadelphia adopts the following Technology Plan to use technology efficiently and effectively in the delivery of court services. Court customers can consult this plan to learn about what technology tools the Court has available to assist them.

<b>Tool and/or Product Name</b>	<b>Purpose</b>	<b>Implementation and Instruction</b>	<b>Notes</b>
<b>Lifesize</b>	Video conferencing for hearings with permission from courtroom.	Implemented in all three (3) courtrooms. Instructions are emailed or mailed with entry/orders.	Used for various hearings and meetings including arraignments, pre-trials, etc. Annual upgrade and subscription renewal.
<b>Zoom</b>	Video conferencing.	Instructions are given or received depending on invite.	Used by staff to attend meeting and webinars. Can be used instead of Lifesize depending on hearing.
<b>Telephones</b>	Telephonic conferencing appearances for pre-trials, status hearings, telephonic interpretation.	Implemented in all three (3) courtrooms. Instructions as to what number to dial is sent by courtroom staff.	
<b>Exhibit submission when hearing is conducted remotely</b>	If a remote hearing is conducted, exhibits may be submitted in advance to the Clerk's Office or via e-mail to the bailiff.	If permitted by the Court, instructions will be provided to the interested parties. Instruction also available on the Court's website.	Generally, consists of emailing PDF documents.
<b>Digital Recording</b>	Audio recordings of hearings.	Implemented in all 3 courtrooms. Court staff have been instructed on operations.	Transcript and CD recordings are possible. See local rules and website: <a href="http://www.npmunicipalcourt.org">www.npmunicipalcourt.org</a>

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<b>Hearing Assistance</b>	Dedicated headphones to assist persons with hearing difficulties.	Available in Courtroom 1 as needed.	When recording system is updated, install in all courtrooms.
<b>Miscellaneous vendors</b>	Office phone, email.	Implemented for all staff. Staff received training on use.	Phone and IT system are maintained by third party vendors.
<b>Henschen &amp; Associates</b>	Case management software, docket information for cases	Implemented in all offices and courtrooms. Maintained by the Clerk of Court	Court schedules and docket information are online on the Court's website.
<b>Tyler Technologies (Probation)</b>	Case management software for the Probation Department	For exclusive use by the Probation department to monitor probationers, terms of probation, and other applicable data.	
<b>Probation check-in kiosk</b>	Notifies probation department of arrival of probationer.	Probation meeting attendees can check-in to notify they are here for their meeting or to be put on probation.	
<b>Facsimile (FAX)</b>	Sending and receiving fax documents.	The Court has three (3) fax machines: Clerk's Office, Probation Department, and Bailiff's Office.	Fax Numbers: Clerk: 330-364-6885 Probation: 330-602-3576 Bailiff: 330-602-0063
<b>Facsimile Filing with Clerk of Court</b>	Pleadings and other related documents may be filed by FAX.	Pleadings and other related documents are accepted by fax with some exceptions.	Signatures on faxed filing are accepted pursuant to the Facsimile Filing Rule. (Some exceptions).
<b>Juror Notification and Information</b>	Juror automated information.	Jurors can call in to the Court or check the Court's website regarding jury duty.	Operated by jury administrator/Clerk's Office.

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<b>Remote Interpretation</b>	Allows for foreign language interpretation.	All court staff can access an interpreter telephonically for assistance if necessary.	Language Line or other telephonic interpreters.
<b>Online Payments (Lexis Nexis VitalChek)</b>	Online payment software used by public.	Instructions and access to the online payment system are available on the Court's website, or through the public access terminal in the Clerk's Office.	See Court's website: <a href="http://www.npmunicipalcourt.org">www.npmunicipalcourt.org</a> . for Online Payments tab.
<b>Security Cameras (Closed circuit)</b>	Courthouse security/ public safety.	The Court maintains a digital camera system to monitor areas of the Court.	Requires annual maintenance.
<b>Case Management Interface with Other Entities</b>	Case management information.	Interfaces with BCI, Ohio Courts Network, Ohio BMV, supreme Court of Ohio (Statistical Reporting).	Integrated data interface.
<b>Website (Public Access)</b>	Website development application	Third party vendor assists the Court in keeping the website updated.	Website has current docket information, information about the Court, forms, other information for public access.

### Future Implementation Plans/Wish List

<b>New Application</b>	<b>Purpose</b>	<b>Implementation and Instruction</b>	<b>Dept/Role Responsible</b>	<b>Funding Secured [Yes/No]</b>
New digital recording system for the courtrooms.	Provide reliable and accurate record of court proceedings which can be stored digitally.	Court staff to be trained on new system.	Chief bailiff/vendor	No
Case Management system upgrade	Provide electronic filing capabilities and	Court staff and court users	Clerk of Court	No

to incorporate electronic filing and paperless case flow management	paperless operational functions.	would need to be trained. E-filing portal would need to be developed.		
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