SHOW ME COURTS
AGREEMENT

This document constitutes an Agreement between City of Kansas City (the City) and the Office of State Courts Administrator (OSCA), collectively referred to herein as the "Parties", for the implementation of the Show-Me Courts (SMC) court automation software. The agreement shall govern the long-term use of the court automation software.

Background: Show-Me Courts is being developed for use as the case management system for the courts in Missouri and when all the current functionality is available in SMC, will replace the Justice Information System (JIS). Updates and new functionality to SMC will be deployed on a regular basis to the courts.

The Office of State Courts Administrator, in coordination with the Missouri Court Automation Committee, agrees to provide:

1. A suite of applications that meet the statutory and Supreme Court rules requirements.

    a) The applications include, but are not limited to:

        i. alphabetic indexes;

        ii. judgment indexes;

        iii. docket sheets;

        iv. court calendars;

        v. public access (Case.net); and

        vi. automatic case number assignment and the ability to use the citation number as the case number.

    b) The applications will meet all statistical and financial reporting requirements

    c) The applications will meet all other reporting requirements.

2. A suite of applications that includes, but is not limited to, the following electronic transfers of data or interfaces:

    a) Tax Offset Program;

    b) Debt Collection;

    c) Electronic Traffic Reporting with Department of Revenue;

    d) Criminal History Reporting;

    e) Missouri Victim Automated Notification Service;

    f) Electronic Filing;

    g) Electronic Case Import;

    h) Prosecuting Attorney Portal;

    i) Track this Case;

    j) Electronic warrants;

    k) Interface with PAMS by Rejis; and

    l) Electronic payments options.

3. Support.

    a) Help Desk Support will, at a minimum, be available 7:30 am to 5:00 pm Monday through Friday. The Help Desk can be contacted by a toll-free telephone or e-mail. The

Kansas City Municipal Division shall a have a dedicated person of contact to handle support issues and the Kansas City Municipal Division shall have immediate access to a real-time Help Desk Support person to assist with emergencies issues during court business hours.

b) Defect corrections and updates to court automation software will be deployed as soon as they are prioritized, programmed and tested for workability. Deployment notices may be found on the Court Information Center.

c) New codes and functionality required by statutory or Supreme Court Rule changes will be deployed for use by the municipal division.

4. Court Staff Training.

a) Training materials and the Municipal Clerk Handbook will be provided electronically.

b) Training will be provided by video, webinar, by remote assistance, or in person at a location designated by OSCA.

c) SMC help instructions will be available from within SMC.

5. Communications with court.

a) OSCA will communicate with the court primarily through e-mail and the Court Information Center. During implementation, conference calls may be scheduled.

b) OSCA will provide electronic mail (iNotes) accounts for municipal division staff and judges for e-mail communication.

6. Back-up of data.

a) SMC data is backed up on a regular basis. The back-up schedule may be found on the Court Information Center.

7. System Maintenance.

a) In order to perform routine or emergency maintenance, SMC may not be available. The maintenance schedule may be found on the Court Information Center. To the extent possible, routine or scheduled maintenance should not be conducted during the standard business hours of the municipal division.

The Municipality agrees to:

1. Establish and maintain in effect a local ordinance to assess and collect the Court Automation Fee as required by Section 476.056, RSMo.

2. Provide and install necessary equipment for the implementation of SMC that meets Missouri Court Automation Infrastructure Standards. The Missouri Court Automation Infrastructure Standards may be found on the Court Information Center at http://www.courts.mo.gov/page.jsp?id=61273.

The Municipal Division agrees to:

1. Operate its municipal division in accordance with all applicable laws and Supreme Court Rules and standards. Those include, but are not limited to, Rule 37, the Minimum Operating Standards for Missouri Courts, Municipal Divisions, the Code of Conduct for Municipal Division Personnel and Court Operating Rules 2, 4, and 8.

2. Assess and collect the Court Automation Fee for any case disposed of in SMC following the adoption of the ordinance assessing the fee and disburse the Court Automation Fee monthly to the Missouri Court Automation Fund.

3. Automate all case processing activities within SMC when that functionality becomes available and eliminate duplicate manual record keeping.

4. Process all records of conviction on cases sentenced prior to SMC implementation.

5. Enable access to public case information per Court Operating Rule 2 on Case.net within 60 days after going live on SMC or a mutually agreed upon date.

6. Mandate and allow all municipal division personnel to engage in all applicable required training necessary to efficiently and effectively utilize, understand, and operate all SMC functionality.

   a. Complete the web-based training courses prior to attending training classes.

   b. Attend scheduled classroom training courses in Jefferson City, if any.

7. Use the OSCA provided e-mail account as the primary communication tool for judicial business

8. The court and each SMC user will adhere to the Automated System Security Guidelines established by the Missouri Court Automation committee. The security guidelines may be found on the Court Information Center.

9. Communicate with local organizations and agencies including, but not limited to, local Missouri bar members, law enforcement, prosecuting attorneys, and public defenders regarding the change to SMC and using state approved charge codes on their citations.

We, the undersigned, have read and accept this agreement as required by Section 476.056 RSMo.

_____   _____
City, by its Authorized Officer   Date

_____   _____
Richard S. Morrisey   Date
Deputy State Courts Administrator

_____   _____
Municipal Division Presiding Judge   Date

_____   _____
Kansas City Municipal Division Court Administrator   Date