

RFP Prepared by
The Supreme Court of Ohio



THE SUPREME COURT *of* OHIO

Request for Proposals for a Hosted Case Management
System RFP Number 2011-1

Appendix C - SCO CMS Reports and Forms

4 August 2011

NOTICE

R.C. Section 9.24 prohibits the Supreme Court from awarding a contract to any Vendor against whom the Auditor of State has issued a finding for recovery if the finding for recovery is unresolved at the time of award. By submitting a proposal, a Vendor warrants that it is not now, and will not become subject to an unresolved finding for recovery under R.C. Section 9.24, prior to the award of any contract arising out of this Request for Proposals, without notifying the Supreme Court of such finding.

Case Related

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Appendix A					Parties involved, Child Support Enforcement Agency	Attached to Temporary Orders or Final Decrees for parties with minor children
Application for Registration of Birth				R.C.3705.15	Filed with Court	As needed
Bindover Profile Report	This report gives you information on individuals bound over to the adult court including, demographics, previous record and case history.					As Needed
Bindovers from Municipal/County Courts	This report is required by the Department of Youth Services (DYS) as a part of the Reclaim Ohio Grant that the Court receives. It details all of the youth bound over to the adult court in the previous month.				Department of Youth Services	Monthly
Case Document Listing Report (IV-D)					CSEA	Monthly
Cases Taken Under Advisement	(date range, hearing date) case number, case name, attorney names, file date, event description, hearing officer, case status					monthly
Cases With No Next Scheduled Event Report	Internal					Anytime
Cases without findings	This report lists cases that do not have a finding for a case initiation date range broken down by case type.					As Needed
Civil Protection Order Notification				2903.213/214		
Court Cost Certificate of Judgment		Form		yes		30 days after third attempt to Collect and
Death Warrant					Local Sheriff/Institution	
Notice and Disposition of Capial Murder Case	sent by Clerk and Courtroom		Sup. R. 20		Supreme Court	
Entries Generated	This report will give you the number of entries generated broken out by jurist for the date range entered.					As Needed

Case Related

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Expungement Notification				2953.31-36	Law Enforcement & BCI	
Families in Conflict Situations Program	case name, number, Parents names, attendance at program, child's name, child's grade, child's age, child's attendance at program, pre decree, post decree, event date, heraing officer, custody order					weekly
Fee Report				R.C.120.36	OPD	Monthly
Felonies Filed Monthly	This report lists name, demographics and case information for felony cases filed over a date range.					Monthly
Felony Adjudication Report	This report is required by the Department of Youth Services (DYS) as a part of the Reclaim Ohio Grant that the Court receives. It details all of the youth adjudicated delinquent of felony offenses in the previous month.				Department of Youth Services	Monthly
Journal Detail Report	This report is used to detail filings for the specific journal code and date range entered.					As Needed
Judges and Magistrates Schedule	court schedule					as needed
Judgments - Civil						
Mediation report	Case number, name, entry filed, contact date, mediation session date, report date, full agreement, written memo, partial agreement, no agreement					weekly
Monthly Expense Report (IV-D)		JFS 07034			CSEA	monthly
Motions Filed	This report lists the monthly and year to date totals for motions filed. These are broken down by motion type (i.e. contempt motion, motion for custody, motion for emergency hearing etc.).					Monthly
Notice of Attorney Appointment on Capital Murder Case				R.C. 2929.04	Supreme Court	

Case Related

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Notice of Felony Adjudication		form letter		2152.18(D)(1)	School superin.	within 10 days
Parenting Investigation Report	Case number, name,prior mediation date, GAL appt. date, entry filed, fee due, contempt date (if fee or questionnaire is not returned), report date, hearing officer, parenting investigator, recommendation					weekly
Past Guideline Report	Hearing Date, Case number, case name, attorney names, File Date, event description, result description, hearing officer, case status, days open and days past guideline					weekly
Pending Inventory Report	Internal					Anytime
Pending Motions Report	Internal					Anytime
Program progress					DYS	quarterly
Prosecutors Fed Equitable Share Certif	re:fed funds from seizure or forfeiture of property				Federal	
Prosecutors Nonsupport Timesheet	IV-D contract time sheet					
Reduced OVI Cases						
Reopen Disposition Cases by Month	reopened cases					monthly & annual
School Superintendent Ten Day Letter	This report notifies School Districts when students that attend their schools have had charges filed for certain offenses that have occurred on school grounds.			2152.021(C)		Weekly
Seminar Completion	(date range) case number, party who attended semianr, completion date, next event date					monthly
Senate Bill Letter to Schools & Districts	This report notifies Schools and School Districts when students that attend their schools have been adjudicated delinquent of certain offenses.			2151.355(F) 2151.355(K) and 2152.18(D)		Weekly

Case Related

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Sex Offender Classification				2950.03(B)(3)(a)		
Supreme Court Case Statistics Report			Sup. R. 37		Supreme Court	Monthly/Quarterly
Title IV-D Unit Report		N/A		Various	Ohio DJFS	Monthly
Tracking forms					DYS	monthly
Trial Dates - 1 day or more	trial date, extra writing day, case name, case number, hearing officer, days scheduled for hearing, reason for any continuances					weekly
Visitation/Parenting Time Guidelines			Local 24.06		Parties involved, Child Support Enforcement Agency	Attached to Temporary Orders or Final Decrees for parties with minor children
Post Conviction Relief Petitions Form			Sup. R. 39		Supreme Court	
Rule 37(B) Capital Case Report			Sup.R. 37		Supreme Court	
Certificate of Judgment						
Execution						

Financial

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Monthly Balancing Report	Internal/Management				Auditor of state	monthly
1099 payee report					IRS	Annually
8300 IRS form	Rec > \$10,000				Internal Revenue/Treas. Dept.	as needed
A/R Aging report	Internal/Management					on demand
Account Transactions by Receipt	This report gives you a case by case breakdown of payments by case over a date range. For instance it will show all restitution or bond payments made for the date range selected.					As Needed
Accounts balance listing report	Internal/Management					on demand
Accounts Receivable Report	Internal/Management				Auditor of state	on demand
Adult Probation Daily Receipts	pmts rec'd on CR cases					daily
Cashbook Reconciliation Report	Internal/Management				Auditor of state	monthly
Collections Report by Date Range/Detailed and Summary	Internal/Management					on demand
Cost Bill				2303.08		Final Judgment Entry filed
Credit Bureau Report	Information sent electronically				Collection Agency	Weekly sometimes more than once a week
Daily Balancing Report	This report lists all financial transactions for a specific user on a specific day.					Daily
Daily cash book Balance Report	Internal/Management				Auditor of state	daily
Daily Index	Internal/Management					daily
Daily Positive Pay Check Report	Internal/Management				Bank	daily

Financial

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Delinquent Cost Report	Internal/Management					on demand
Final Notice to Pay Costs		Form		2335.24		30 days after Third Notice to Pay and no response
Indigent Application Fee Report		ODP		120.36	State Public Defenders Commission	monthly
Inmate cashier Notice to Attachment Inmate Account		Form		yes		When ordered by Court
Inmate Court costs notice		Form		yes		When Inmate incarcerated and no response to demand to pay cost
Itemized Cost Bill				2303.28		At close of Case
Local financial report	local for prepared by county auditor showing local fines, court costs, victim assistance, court appointed counsel fee, payments for HB562 paid to county			yes	County Auditor	monthly
Monthly Fine & Cost Reports		multiple			Auditor	monthly
Notification of Indigent application fees					Ohio Public Defenders Office	
Notification of Surety Bond forfeiture					All Local Courts	
Open Items Report	Internal/Management				State Auditor	Prepetual
Outstanding checks report	Internal/Management				Auditor of state	monthly
Payables holds report	Internal/Management					on demand
Payment Plan Report	Internal/Management					on demand
Postage Owed	financial mgmt.					as needed
Receipt List	This report lists all financial transactions for a specific date range					Daily

Financial

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Report/Abstract of Cases assigned to Collections	Internal/Management					on demand
Second Notice to Pay Cost		Form		2335.24		30 days after Notice to Pay and no response
Third Notice to Pay Cost		Form		2335.24		30 days after Second Notice to Pay and no response
Witness Fee Checks Daily Report	This report is used to send a record of Witness Checks issued daily to the County Auditor's Office.				County Auditor	Daily
Witness Fee Checks Report (FAMIS)	This report is used to send a record of Witness Checks issued for the month to the County Auditor's Office.				County Auditor	Monthly

Forms

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Bond				yes		When Bond Posted
Bond with 10% feature				yes		When Bond Posted
Certificate of Dissolution of Marriage				yes		When Final or upon Request
Certificate of Divorce				yes		When Final or upon Request
Certificate of Judgment Lien				yes		Upon Filing of Precipe
Certificate of Release and Satisfaction of Lien				yes		Upon Filing of Precipe
Civ Sum Amended Complaint				yes		On filing of Amended Complaint
Civ Sum Appropriation				yes		On filing of Complaint
Civ Sum Complaint				yes		On filing of Complaint
Civ Sum Counterclaim				yes		Upon Filing of Precipe
Civ Sum Forcible Entry				yes		On filing of Complaint
Civ Summons on Cross Complaint				yes		Upon Filing of Precipe
Civil Writ of Attachment (Capias)				yes		When ordered by Court
Correction of Birth Record		HEA 2783		R.C.3705.1 5(D)(1)	Dept. of Health, Vital Stat's	
Criminal Capias				yes		When ordered by Court
CSEA report - IV-D (Journal Entry Report)	(IV-D contract)				CSEA	monthly
Domestic Writ of Attachment (Capias)				yes		When ordered by Court

Forms

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
DR Diss Sum Petition				yes		On filing of Petition for Dissolution when no Waiver of Service Filed
DR Sum Complaint				yes		On filing of Complaint
DR Sum Counterclaim				yes		Upon Filing of Precipe
Execution on Certificate of Judgment				yes		Upon Filing of Precipe
Execution on Certificate of Judgment to Foreign Sheriff				yes		Upon Filing of Precipe
Explanation of Duties to Register as a Sex Offender or Child Victim Offender				ORC 2950.04 and/or	BCI, Sheriff, DRC	At time of plea
Final Appealable Order				yes		On journalization of Final Appealable order
Garnishment of other than personal earnings notice				yes		On filing of Order in Aid
Garnishment of personal earnings notice				yes		On filing of Order in Aid
Marriage Abstracts		HEA 2743		R.C.3705.21	Dept. of Health, Vital Stat's	Monthly
Marriage License Applications & Certificates				R.C.3101		
Notice Issuing Alias Order of Sale				yes		Upon Filing of Precipe
Notice of Failure of Service				yes		Upon Return of Unsuccessful Service
Notice of Filing Record with Court of Appeals				yes		When Record being transmitted
Notice of Foreign Judgment				yes		Upon Filing of Foreign Judgment
Notice of Replevin with Notice				yes		Upon Filing of Precipe
Notice of Replevin without Notice				yes		Upon Filing of Precipe

Forms

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Notice to Pay Cost				2335.24		Upon closing of case when cost ordered
Order of Possession				yes		Upon Filing of Precipe
Order of Protection - Civil Stalking or Sexually Oriented Offense Protection Order Full Hearing		Form 10.03-F		ORC 2903.214, 2903.214(F)(2)	Sheriff, Police, Law Enforcement Agencies named in filing, Respoendent	At time final hearing is granted
Order of sales to sheriff				yes		Upon Filing of Precipe
Order to appear on contempt				yes		On filing of Motion for Contempt
Order to Transport/Convey				yes		When ordered by Court
Pledge for bond				yes		When Bond Posted
Protection Notice to NCIC		Form 10-A			Sheriff, State of Ohio	At time of filing and final hearing is granted
Registration of Birth		HEA 2745		R.C.3705.1 5(B)	Dept. of Health, Vital Stat's	
Registration of Divorce/Annul/Dissolution				3705.21	Ohio Dept Health/Vital Statistics	monthly
Registration of foreign support notice				yes		On Filing of Foreign Support Order
Reparations Report		Rev 07/09		yes	State Treasurer	monthly
Revenue from mandatory drug fines		HP-64B OHP0252 (OSP-303.16)			OH Dept of Public Safety	court ordered
Subpoena				yes		Upon Filing of Precipe
Sum Complaint for Foreclosure				yes		On filing of Complaint
Summons on contempt other than support				yes		On Filing of Order to Appear on Motion for Contempt
Summons on Indictment				yes		Upon Filing of Precipe

Forms

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Summons on Information				yes		Upon Filing of Precipe
Child Abuse Prevenetion Fees				3109.13-.18	OH Treasurer of State	monthly
Expungements				2953.1- 2953.36	OH Treasurer of State	monthly
Family Violence Prevention Fees						
Indigent Defense Fund Support				2949.091	OH Treasurer of State	monthly
Legal Aid Society Fund				2303.201	OH Treasurer of State	monthly
Victims of Crime				2743.70	OH Treasurer of State	monthly
Vital Statistics				yes	Department of Health	on Granting of Divorce/Dissolution
Warning Concerning attached Stalking Protection Order		Form 10.03-H	Sup. R. 10.03	ORC 2919.27, 2903.213, 2903.214	Sheriff, Police, Law Enforcement Agencies named in filing, Respondent	At time of filing
Warrant on Indictment				yes		Upon Filing of Precipe
Warrant on Information				yes		Upon Filing of Precipe
Writ of Execution				yes		Upon Filing of Precipe
Writ to forfeit bond				yes		When ordered by Court

Interfaces & Misc.

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
BCI&I Interface				109.57	BCI & I	weekly
BMV Interface				yes	BMV	weekly
OCN Interface	Information sent electronically				Ohio Court Network	Daily
Action Activity Report	public req for information					weekly
Active Alerts Report	Internal/Management					on demand
Age, Race, Sex, Type Adjudged	This report will give you the number of juveniles adjudicated delinquent, unruly and delinquent and unruly for the given date range. These will be broken down by sex, race and age. This report is useful when someone is requesting demographic information for our adjudications.					As Needed
Age, Race, Sex, Type Filings	This report will give you the number of cases filed for the given date range for either delinquency/unruly, unofficial or informal cases. These will be broken down by sex, race and age. This report is useful when someone is requesting demographic information for our filings.					As Needed
Alternative Sentencing Program	case name, number, order date, sessions attended, review date, arrearage at contempt hearing, arrearage after program, wage assignment					as needed
Annual Report		N/A		R.C.2151.1 8(B)		Annually
Arrest Report	re: arrests made by Court Security				Sheriff Department	
Bond Query	This report lists bonds set or posted over a date range broken down by type and status					As Needed
Cancellation of Registration/Bd Elections				3503.18/296 1.01		

Interfaces & Misc.

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Complaints Filed by Month	This report lists the number of complaints filed for Delinquency, Unruly, Traffic, Dependency, Neglect & Abuse, Custody, Visitation, Paternity (Complaints & Registrations), Permission to Marry, Support (Complaints & Registrations), Adult Misdemeanor and Unofficial broken down by month and totaled.					Monthly
Continuance Tracking Report	Internal					Anytime
Copy of any Nunc Pro Tunc J.E.					Bureau of Sentence Computation	
CourTool 2, Clearance Rate	Internal	CourTool 2				Monthly, Quarterly, Yearly
CourTool 3, Time to Disposition	Internal	CourTool 3				Monthly, Quarterly, Yearly
CourTool 4, Age of Active Pending Caseload	Internal	CourTool 4				Anytime
CourTool 5, Trial Date Certainty	Internal	CourTool 5				Monthly, Quarterly, Yearly
CourTool 7, Collection of Monetary Penalties	Internal	CourTool 7				Monthly, Quarterly, Yearly
Criminal Extract Reports	public req for information					monthly or quarterly
Disposition Code Detail	This report is used to detail filings for the specific disposition code and date range entered.					As Needed
Duration Report	(date range, hearing officer) event hearing, event description, case number, case name, case status, attorney names, duration of hearing					as needed
Elderly / Handicapped Victim Report				2151.18		Yearly
Events not concluded	(date range) event date, case number, event description, hearing officer					monthly
Fiscal status report					DYS	quarterly

Interfaces & Misc.

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Future Events	case number, case name, event description, file date, hearing date, case status, start and end times, days open, days until past guidelines, days over guideline and date case is to be closed					weekly
Guardian ad Litem Appointment	case number, name, event date, event, hearing officer, GAL name, date appointed, hearing officer appointing, report received by the court					weekly
Magistrate Report	mag tot cases w/all judges					as needed
Marriage license report	local form to report payments made to domestic violence fund				Commissioners	semi-annual
Master Expungement List	This report is run to be sent to other departments in the Court so that they can remove files of juveniles that have had their records sealed or expunged.					Monthly
Outstanding Tempory Permit Order Rpt	compiles all active warrant and protection orders for agency for verification purpose				Local Police Agencies	Monthly
Outstanding Warrants Report	Internal/Management					on demand
Positive HIV Test Results					Kevin Runyon, Infection control Manager, Office of Correctional Health Care	
Prosecutors Arson Cases					State Fire Marshal	
Psychological Evaluations ordered	case name, number, date ordered, contact deadline, 30 days, 60 days, report due date, report date, hearing officer, gal ordered, parenting inv.					weekly
Report of Convictions				yes	Board of Elections/ Secretary of State	monthly
Social Security					local social security office	monthly (confined defts.)
Statistical Report				2152.71(B)		annually

Interfaces & Misc.

Report/Form Name	Description	Report/ Form Number (if applicable)	Rule	Statute	Agency	Timing/Frequency
Stats for Victim Witness Grants					Federal/State	
Unclaimed Funds Report				2335.34		annual
Zip Code, Charges Filed	This report lists cases filed against defendants living in a specific zip code over specific date range.					As Needed