ID Number	Function	SubFunction Requirements	Frontier	NetData	EdocTec	Incode	iDocket
		OCA Mandatory Functional Requirements					
		Trial Court Case Management					
1.0	**Case Initiation**						
1.1.1		Auto assign case number, and allow for local definition of format.	√	√	√	√	√
1.1.2		Generate locally defined case and party identifiers, such as case style, party names, defendant name.	√	√	√	√	√
1.1.3		Enter and maintain the initial filing purpose for review of acceptability.	√	√	√	√	√
1.1.4		Enter assigned court identifier and other identifiers that can be related to parties of the case. (Example, parcels in real property rights cases, other courts, etc.)	√	√	√	√	
1.1.5		Maintain and display data in case docket that includes from initial filing, basic case information to disposing the case. Such as case title, style, parties, and docket related events.	√	√	√	√	
1.1.7		Allow input of demographic data of the defendant, respondent, and plaintiff.	√	√	√	√	√
1.1.8		Create groups of related cases from a single or multiple filing such that initial and subsequent entries can be applied to each case in the group.	√	√	√	√	
1.1.9		Establish relationship with case and case categories and court types.	√	√	√	√	
1.1.10		Prompts when case party(ies) already exist in the system. Allow a search for existing parties that can be transferred to current case to eliminate repeated data entry.	√	√	√	√	
1.1.11		Default to the current date on open.	√	√	√	√	√
1.1.12		Case style format is user-defined and automatic.	√	√	√	√	
1.1.13		Display or calculate case age, as defined by the court.	√	√	√	√	
1.1.14		Restrict access to confidential fields within a case and a confidential case.	√	√	√	√	
1.1.15		Print or view defendant and respondent case history.	√	√	√	√	
1.1.16		Record multiple offenses or citations on a single case.	√	√	√	√	√
1.1.17		Record multiple offenders or petitioners on a single case.	√	√	√	√	
1.1.18		Comments/remarks are available on each case screen.	√	√	√	√	
1.1.19		Accept all data required for filing case or citation.	√	√	√	√	
1.1.20		Support juvenile offenses and cases.	√	√	√	√	
1.1.21		Allow personal reference information on cases, as appropriate.	√	√	√	√	
1.1.22		Defined user permissions to allow for case editing.	√	√	√	√	
1.1.23		Input cases and maintain information for multiple courts with the ability to search by court using various criteria.	√	√	√	√	√
	Case Indexing						

1.2.1		Create and maintain local index for basic case information. To also include all party names, case type, case number, date filed range; events, and displays index information.	√	√	√	√	
1.2.2		Handle look-up and retrieval for all indexed information.	√	√	√	√	
1.2.3		Provide a user interface that allows the user easy access and navigation between various parts of the system, such as docketing, scheduling, calendars and accounting.	√	√	√	√	
1.2.4		Allows all case and party information on the case to be searched and displayed with case, such as name or part of name.	√	√	√	√	
1.2.5		Update index based on case events.	√	√	√	√	
1.2.6		Print index information, provided it is within appropriate security restrictions, according to various components of the index. (e.g. party, case number)	√	√	√	√	
2.0							
2.1.1		Maintain case information originally entered during case initiation, to include organizations with primary contact persons.	√	√	√	√	
2.1.2		Link related cases and show any balances.	√	√	√	√	
	Event Information						
2.2.1		Create and maintain information entered as events and docket entries on case that can be created and updated automatically from other functions of the system. e. g. Automatically create a docket entry from a hearing or calendar setting.	√	√	√	√	
2.2.2		Allow a single event to create multiple case docket entries. (e.g., Hearing event creates a docket entry for the attorney withdrawal and hearing results.)	√	√	√	√	
2.2.3		Enter, maintain, and display or print information on special case orders, such as sealed case or document.	√	√	√	√	
2.2.4		Show payments as case docket entries or events.	√	√	√	√	
	Information Relationships						
2.3.1		Maintain current and historical addresses and information on parties, attorneys, and participants of a case, including beginning and ending dates for each.	√	√	√	√	
2.3.2		Show law firm associated with attorney. Include address, email addresses and bar number.	√	√	√	√	
2.3.3		Show information and relationships on multiple cases for multiple parties of the case.	√	√	√	√	√
2.3.4		Apply changes and deletion to multiple case docket and/or multiple docket entries, as if a single change.	√	√	√	√	
2.3.5		Link docket entries for events related to current docket entries.	√	√	√	√	
2.3.6		Add additional parties to case after filing.	√	√	√	√	
2.3.7		Enter, change, or withdraw attorney on case, showing active and inactive dates.	√	√	√	√	
2.3.8		Allow global change to case or group of cases, as if	√	√	√	√	√

	Input/Output Management		√	√	√	√	
2.4.1		Provide customizable code tables that allow for user editing.	√	√	√	√	
2.4.2		Provide help prompts or pull-downs for each definable field.	√	√	√	√	
2.4.3		Create audit trail in either a report or within case docket to show the date, time and user whom accessed the case and all edits to the case.	√	√	√	√	
2.4.4		Change of attorney on a case or party can be printed or displayed with date information.	√	√	√	√	√
3.0							
3.1.1		Events and group of events can be scheduled based on user input and through occurrence of prior events.	√	√	√	√	
3.1.2		Multiple cases and events can allow the same scheduled date and time.	√	√	√	√	
3.1.3		Schedule group of cases as if a single case.	√	√	√	√	
3.1.4		Allow manual override of automatic scheduling in order to change deadlines.	√	√	√	√	
3.1.5		Allow a global change to multiple schedules for a group of cases.	√	√	√	√	√
3.1.6		Identify schedule conflicts with judge, attorney, parties, weekends, holidays, and court facilities.	√	√	√	√	
	Person and Resources						
3.2.1		Maintain and allow the availability of judge, attorney, parties, weekends, holidays, and court facilities to be considered when scheduling.	√	√	√	√	
3.2.2		Assign and re-assign individual and groups of judges either randomly, according to specific conditions or rules, or by availability.	√	√	√	√	
3.2.3		Reassign individual or group of cases from one judge or calendar to another judge or calendar.	√	√	√	√	
	Ticklers and Alerts						
3.3.1		Alert or provide tickler when event is coming due or overdue.	√	√	√	√	
3.3.2		Identify completed events.	√	√	√	√	
3.3.3		Display or report list of events that are due on a specific date using a date range. Can sort by date, event, or other criteria.	√	√	√	√	
3.3.4		Display or identify cases that are not public record to authorized users only.	√	√	√	√	
3.3.5		Alert when judges, attorneys, parties, court facilities or other factors are unavailable.	√	√	√	√	
	Schedule and Case Management						
3.4.1		Case docket view includes scheduled events.	√	√	√	√	

3.4.2		Schedules are printed based on user defined criteria.	√	√	√	√	
3.4.3		Provide administrator or clerk's calendar to be maintained and updated when pending actions are completed.	√	√	√	√	
3.4.4		Allow completed events from administrative or clerk's calendar to be entered on case docket.	√	√	√	√	
3.4.5		Print or display future attorney court dates, sorted by various criteria.	√	√	√	√	
3.4.6		Print or display person calendar by date or date range.(e.g. judges or attorneys calendar)	√	√	√	√	
3.4.7		Add case docket entry from schedule and completed event.	√	√	√	√	
3.4.8		Apply specific change to multiple schedules for group of cases, as if a single case.	√	√	√	√	
4.0							
4.1.1		Create case docket entry from an event scheduling.	√	√	√	√	
4.1.2		Generate notices and documents from various events.	√	√	√	√	
4.1.3		Generate a single notice for an attorney representing multiple parties on a single case.	√	√	√	√	
4.1.4		Generate notice to include address information for any active parties and attorneys.	√	√	√	√	
4.1.5		Generate various documents, such as letters and schedules, individually or in batches by court or location.	√	√	√	√	
4.1.6		Within the system, provide the capability to track proof of service or return of service on documents, property, and events.	√	√	√	√	
4.1.7		Generate and print documents or notices for groups of cases for various purposes such as trial appearances and payments.	√	√	√	√	
4.1.8		Provide and maintain documents/templates of standard text and or allow text to be inserted into court forms, which relates the document/template to a court event.	√	√	√	√	
4.1.9		Generate specific documents that retrieve address information and case information for any party and attorney on a case, except if information is confidential.	√	√	√	√	
4.1.10		Generate notice for any person or organization involved in case, allow overwrite ability.	√	√	√	√	√
5.0							
5.1.1		Create, generate, and maintain calendars based on schedules for various events or court types, for specific time periods and according to various criteria.	√	√	√	√	
5.1.2		Record and maintain judge's notes for viewing.	√	√	√	√	
5.1.3		Create and print calendars individually or batch, according to various criteria, such as date and courtroom.	√	√	√	√	
5.1.4		Generate and display or print upcoming hearings for a judge or courtroom over a specific period.	√	√	√	√	
5.1.5		Display and print summary calendar information and provide interface to other parts of system to access other types of information	√	√	√	√	

5.1.6		Provide electronic pop-up calendar for date scheduling.	√	√	√	√	
5.1.7		Automatically remove case from calendar after processing.	√	√	√	√	
6.0							
6.1		Allow minutes to be entered by generating worksheet, calendar, or other types of documents suitable for in-court minute entry.	√	√	√	√	
6.2		Enter, maintain, and print minutes recorded on calendar or worksheet.	√	√	√	√	
6.3		Enter, maintain, and record minute orders.	√	√	√	√	
6.4		Update records throughout the system from events captured in the minutes.	√	√	√	√	
6.5		Create and print court orders resulting from hearings, other judicial, and ADR events.	√	√	√	√	
6.6		Enter court orders and judgment information from hearings and other ADR events as events in the case docket.	√	√	√	√	
7.0							
7.1		Record disposition types (codes) with dates for whole or parts of case, such as events and parties.	√	√	√	√	
7.2		Identify inactive case or group of cases and prompt user regarding action to take.	√	√	√	√	
7.3		Update case docket and produce documents for dispositions by trial or ADR such as mediation or arbitration, default, dismissal, withdrawal, settlement, transfer out to anther jurisdiction, or consolidation.	√	√	√	√	
7.4		Update case docket and produce documents on post-judgment actives.	√	√	√	√	
7.5		Create, maintain and print separate judgment books that show original and subsequent judgments by case and party.	√	√	√	√	
7.6		Display and maintain disposition and judgment screen that shows original and subsequent judgments for each case and party	√	√	√	√	
7.7		Allow multiple judgments in cases involving multiple parties and/or multiple offenses.	√	√	√	√	
7.8		Update each case in a group of cases, as if a single case.	√	√	√	√	
7.9		Cases can not be deleted if fees are outstanding.	√	√	√	√	
7.10		Cases are archived according to state stature.	√	√	√	√	
8.0							
8.1		Process requests for execution of judgment and objections to execution, and establish cross references for each execution to judgment index and judgment screen.	√	√	√	√	
8.2		Record fully, partially, and non-satisfied executions.	√	√	√	√	
8.3		Update each case in a group for which execution requested as if group was a single case.	√	√	√	√	
9.0							
9.1		Receive information from disposition and record reason for case closure. (e.g. case disposed after trial)	√	√	√	√	

9.2		Generate a case closure report for a specific time period that includes reason for closure, balances, and other information.	√	√	√	√	
9.3		Closed and disposed cases are identified.	√	√	√	√	
10.0							
10.1		Comply with generally accepted accounting principles (GAAPs) for governmental entities, including GASB 34 requirements.	√	√	√	√	
10.2		Provide security and authorization for all accounting functions.	√	√	√	√	
10.3		Allow user override on any data supplied automatically by the system, by authorized users.	√	√	√	√	
10.4		Generate accounting notices for payments.	√	√	√	√	
10.5		Transfer funds from one case to another or between accounts in a single case.	√	√	√	√	
10.6		Provide trust fund accounting.	√	√	√	√	
10.7		Interest can be calculated.	√	√	√	√	
10.8		Generate accounting report for jail time served and community service rendered.	√	√	√	√	
11.0							
11.1.1		Accept payment for cases filed with minimal case docket information.	√	√	√	√	
11.1.2		Accept payment by cash, check, credit card and fee waiver.	√	√	√	√	
11.1.3		Compute fees based on occurrence of specific events. (e.g. from initial filing, motion filing)	√	√	√	√	
11.1.4		Identify and process appropriately cases for which fee waivers or deferrals have been applied.	√	√	√	√	√
11.1.5		Process and allocate fees associated with nonparties that may or may not be case related. (e.g. forms, copies)	√	√	√	√	
11.1.6		Record fees and related information, such as party and offenses).	√	√	√	√	
11.1.7		Accept multiply payment types in a single transaction.	√	√	√	√	
11.1.8		Accept multiply payments for single case and process as either single payment or separate payments.	√	√	√	√	
11.1.9		Accept single payment for multiple cases and process separately for each case, calculating all balances.	√	√	√	√	
11.1.10		Can void payments and process re-entered payments before daily balancing with appropriate security and audit provisions.	√	√	√	√	**Can void a payment**
11.1.11		Payments are distributed among state and local fees as defined by the state and court.	√	√	√	√	
11.1.12		Alert or display when payment is overdue.	√	√	√	√	
11.1.13		Create payment schedule showing dates and balances.	√	√	√	√	√
	Receipts						
11..2.1		Generate and print receipts that include fee code(s), court, court location, case #, amount paid, balances, dates, payor, payee, receipt #, and address for parties; with option to receive one or multiple copies.	√	√	√	√	

11.2.2		Generate and print receipts with unique and locally defined sequential receipt numbering.	√	√	√	√	
11.2.3		Generate and print multiple or single receipts from one financial transaction covering multiple payment for multiple cases.	√	√	√	√	
11.2.4		Generate and print either a single or multiple receipts for one financial transaction covering multiple payments for a single case.	√	√	√	√	
11.2.5		Reprint receipts of the same receipt number.	√	√	√	√	
11.2.6		Generate and print receipt showing multiple payment types for a single or multiple payment.	√	√	√	√	
	Bookkeeping						
11.3.1		Can establish individual and combined bank accounts when fees received for a new case for subsequent use in the office. (i.e. funds held short term by clerk)	√	√	√	√	
11.3.2		Record and maintain front-counter bookkeeping information on receipts and disbursements. Such as payor, payee, receipt number, case number, purpose of payment and disbursement.	√	√	√	√	
11.3.3		Each cashier has a separate secure password.	√	√	√	√	√
11.3.4		Every transaction is identified by cashier or user.	√	√	√	√	
11.3.5		Print computed totals, list transactions, and balances for each cash drawer, register, cashier, and fee type.	√	√	√	√	
11.3.6		List contents of each cash drawer.	√	√	√	√	√
11.3.7		List or display discrepancies among payments, receipts, and cases for each cashier.	√	√	√	√	
11.3.8		Cashiers can open and close out drawer at least daily.	√	√	√	√	
11.3.9		Supervisor can correct payments or other financial transactions with appropriate security provisions and audits.	√	√	√	√	
11.3.10		Cashier operations can be suspended multiple times throughout a day.(e.g., close w/out balancing)	√	√	√	√	
11.3.11		Can enter next day transactions after cashier closeout.	√	√	√	√	
11.3.12		Print system-wide daily cash receipts journal.	√	√	√	√	
12.0							
12.1.1		Maintain financial parts of case docket.	√	√	√	√	
12.1.2		Maintain court cost and fee table.	√	√	√	√	
12.1.3		Maintain and track individual and combined bank accounts and balances by case, due date, and party.	√	√	√	√	
12.1.4		Identify and record arrearages, and alert when payments have not been made to prompt user to take action.	√	√	√	√	
12.1.5		Can record the status of accounts referred to other agencies or organizations for collection.	√	√	√	√	
12.1.6		Create payment notices and letters.	√	√	√	√	
	Fund Transfer						
12.2.1		Disbursement can be held.	√	√	√	√	

12.2.2		Update and create report on disbursement of undistributed or unclaimed moneys.	√	√	√	√	
12.2.3		Compute fee breakdown for state, local, or other distributions according to definable formulas that can be overridden based on security permissions.	√	√	√	√	
12.2.4		Produce report for moneys distributed to state, local or other units over a specific period of time, and how formula was used to compute distributions.	√	√	√	√	
12.2.5		Create, print, and disburse sequentially numbered checks, stop payments on checks, void checks, process outstanding checks, cleared reports, and recorded checks on check register.	√	√	√	√	
12.2.6		Create, print, and disburse refund checks individually or cumulatively over a specific period of time; and record checks on check register.	√	√	√	√	
	Updates to Accounts and Other Records						
12.3.1		Post case related receipts and disbursements to accounting records and case docket; associate receipts with account or case activity.	√	√	√	√	
12.3.2		Display or print lists of transactions for specific cases and accounts for a specific date or date range.	√	√	√	√	
12.3.3		Record changes to accounting records that result from court orders.	√	√	√	√	
12.3.4		Post, process and track garnishments and partial payments.	√	√	√	√	**Can process partial payments**
12.3.5		Post interest accruals to accounting records and associate with appropriate account.	√	√	√	√	
12.3.6		Correct, record and store adjusted financial entries, and modify amounts due, without changing or deleting prior transactions.	√	√	√	√	
12.3.7		Post non-case related receipts to accounting records and associate receipts with the appropriate account.	√	√	√	√	
12.3.8		Post non-case related disbursements to accounting records and associate disbursements with the appropriate account.	√	√	√	√	
12.3.9		Create payment schedule, apply payments received to scheduled amount due, and generate reports on overdue amounts.	√	√	√	√	√
12.3.10		Calculate and record bank deposits that list them in various groupings, showing account in which funds are to be deposited.	√	√	√	√	
12.3.11		Can process and record refunds and overdrafts.	√	√	√	√	
12.3.12		Additional fees can be added after posted payments).	√	√	√	√	
12.3.13		Jail time served and community service rendered can be applied and deducted from account balance.	√	√	√	√	
	Summaries						

12.4.1		Generate separate reports showing cases where fees have and have not been received, no fees due, adjustments to accounts and accounts receivable or payable for each case, based on a defined period of time.	√	√	√	√	
12.4.2		Print bank deposit slips for specific banks and periods of time.	√	√	√	√	
12.4.3		Reconcile (compare, total and record) bank accounts and report discrepancies. Include for a specific period of time and show checks with bank records.	√	√	√	√	
12.4.4		Report accounts that carry balances from one period to the next.	√	√	√	√	
12.4.5		Report balances for accounts over a specific period.	√	√	√	√	
12.4.6		Produce for view, precheck register and check register, for a specific time period.	√	√	√	√	
12.4.7		Total and reconcile receipts for multiple cashiers, over a specific time period.	√	√	√	√	
12.4.8		Generate summary report for each cash drawer, cash register, and cashier.	√	√	√	√	
12.4.9		Generate report for fees waived and payments.	√	√	√	√	
12.4.10		Generate report showing financial status and history (e.g. account balances, discrepancies, informational transactions) for each account.	√	√	√	√	
12.4.11		Generate list or financial report of account transactions based on various criteria, such as account aging and audit trail.	√	√	√	√	
12.4.12		Generate list arranged according to user-selected criteria for any type of financial transaction. (e.g., fees received by date, by fee type or party).	√	√	√	√	
12.4.13		Produce separate and collective financial reports for multiple courts.	√	√	√	√	
12.4.14		Produce user defined accounting reports according to court need, such as fees assessed and fees collected.	√	√	√	√	
12.4.15		Report or display by offense date, fees received and not received, showing court cost and fee breakdowns with totals for all.	√	√	√	√	
13.0							
13.1		Create and maintain system defined and user customized chart of accounts.	√	√	√	√	
13.2		Maintain journal for each account by posting debits, credits and adjusting entries.	√	√	√	√	
13.3		Reconcile (check financial account against another for accuracy) and balance all accounts.	√	√	√	√	
13.4		Create ledger for posting entries, totals and other information to each account on the chart of accounts.	√	√	√	√	
14.0							
14.1.1		Generate case file labels and envelops.	√	√	√	√	

14.1.2		Track case files from time checkout of office until returned to office. Show borrower, date borrowed and returned, and reason for check out.	√	√	√	√	
14.1.3		Maintain last location for manual and electronic archive and destroyed files.	√	√	√	√	
14.1.4		Maintain audit for each case file location with information for file tracking.	√	√	√	√	
	Case File Archival and Destruction						
14.2.1		Identity cases for archiving, destroying and cases to be retained permanently. Include case summary information on cases to be archived, destroyed, transferred, and retained.	√	√	√	√	
14.2.2		Print reports showing archived, destroyed, and transferred cases.	√	√	√	√	
14.2.3		Process files according to local and state rules for archiving, destroying and transferring files.	√	√	√	√	
	Reporting and Utility						
14.3.1		Generate report for inactive and purged files.	√	√	√	√	
14.3.2		Can copy docket entry and party information from one case to another.	√	√	√	√	
	Document Management						
14.4.1		Can toggle between several different documents.	√	√	√	√	√
14.4.2		Can interface with document management systems that are not part of the of the court program.	√	√	√	√	
	Exhibit Management						
14.5.1		Can record receipt of property, property tags or identifiers..	√	√	√	√	
14.5.2		Track location, status of property, and condition of returned property.	√	√	√	√	
14.5.3		Print list of property by case or party, and generate notice to reclaim property.	√	√	√	√	
15.0							
15.1		System access and case access is based on the users' authorization, set-up by the administrator.	√	√	√	√	
15.2		Based on court and case defined restrictions, restrict local and remote access permissions on cases or parts of case.	√	√	√	√	
15.3		Provide and maintain audit trail to show user, workstation log-in information, entries, modifications, and deletions for all transactions, to include dates.	√	√	√	√	
15.4		Allow secure and unique password for each user that can be reset and overridden by the system administrator.	√	√	√	√	
15.5		Allow authorized user or admin to correct data entry errors, including renumber cases and fee edits, with audit information.	√	√	√	√	

15.6		Provide for disaster recovery.	√	√	√	√	
16.0							
16.1.1		Produce and print caseload, case flow, and workload reports by various criteria, such as case category, court, or person identifiers.	√	√	√	√	
16.1.2		Produce and print financial statistical reports with balances, according to case types, courts, users, pending, closed, and violations for a specific time period.	√	√	√	√	
16.1.3		Allow user defined reporting using various criteria. Such as event types, demographics, and case status.	√	√	√	√	
16.1.4		Produce DPS Traffic Conviction list that is printed, displayed, or an extracted file that is suitable for Internet, to include commercial drivers.	√	√	√	√	
	Management Information						
16.2.1		Produce printed, displayed, or extracted file that is suitable for transfer to other systems or Internet, that track ADR assignments and decisions.	√	√	√	√	
16.2.2		Produce printed, displayed, or extracted file that is suitable for Internet, that is detailed or summary, giving docket contents for specific cases and groups of cases by case, person, property, and party.	√	√	√	√	
16.2.3		Produce printed, displayed, or extracted file that is suitable for Internet, that summarizes calendars sorted by various criteria, such as case type, case category, judge, etc.; showing cases that have been disposed with cross references to the calendar in which they were disposed or closed.	√	√	√	√	
16.2.4		Produce printed, displayed, or extracted file that is suitable for Internet, that is detailed or summary, giving docket contents to identify amounts owed and waived for each person or organization.	√	√	√	√	
16.2.5		Produce printed and/or display a list of cases by attorney that show if active or inactive and other related information, as details or events of the case.	√	√	√	√	
16.2.6		List and give information on a case or group of cases that are open and give reason.	√	√	√	√	
16.2.7		List cases that have continued over a user-specified time period according to various criteria, such as reason for continuance.	√	√	√	√	
16.2.8		Capture and track duration of trials by user-defined criteria such as courtroom, judge, whether jury or nonjury.	√	√	√	√	
16.2.9		Produce report showing status of motions and related petitions.	√	√	√	√	
16.2.10		Maintain and report on current and past judge assignments, recusal, challenges, hearing results, and disqualifications showing reasons when appropriate.	√	√	√	√	
16.2.11		Produce index of executions and garnishments sorted according to various criteria.	√	√	√	√	