



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: September 12, 2023

**DATE:** July 13, 2023

**TO:** Board of County Commissioners

**FROM:** Chris Long, Chief Technology Officer, District Court  
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**THROUGH:** Alicia Lerud, District Court Administrator and Clerk of Court

**SUBJECT:** Recommendation to request that the Board of County Commissioners retroactively acknowledge the grant award from the State of Nevada, Administrative Office of the Courts to the Second Judicial District Court, in the amount of \$40,000.00 (no match required), to build a two-way interface and integrate existing E-filing Solution with new case management system (CMS) effective through November 30, 2026 and direct the Comptroller's Office to make the necessary budget amendments. District Court (All Commission Districts)

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### **SUMMARY**

The Second Judicial District Court has been awarded \$40,000.00 from the State of Nevada, Administrative Office of the Courts in grant funding to support the integration of an existing E-filing with new CMS.

County Priority supported by this item: Efficient Delivery of Regional Services

### **PREVIOUS ACTION**

No previous Board action.

### **BACKGROUND**

Second Judicial District Court requested grant funding from the Administrative Office of the Courts to assist with the integration of its E-filing system to a new CMS solution. The integration will include 1) data element mappings, filtering, throttling, queuing, transaction record retention period, and resending/republishing of messages 2) Frequency/trigger information, specification of data transport mechanism requirements, port and firewall rules, and secure networking requirements and 3) monitoring and reporting requirements, identification of exception types and processing of transactions, and bandwidth requirements based on expected transaction volumes

AGENDA ITEM # \_\_\_\_\_

Award was taken to next available BCC meeting upon notification.

**GRANT AWARD SUMMARY**

**Project/Program Name:** *District Court AOC Case Management System*

**Scope of the Project:**

To integrate the Second Judicial District Court's existing e-filing solution with a new CMS. The buildout of this two-way interface between the two systems will include:

**Benefit to Washoe County Residents:** *To deploy a modern case management system (CMS) for the Second Judicial District Court that will improve efficiency in case processing and support digital access.*

**On-Going Program Support:** *Once initial interface is tested and approved, any additional changes will be at an additional cost.*

**Award Amount:** \$40,000.00

**Grant Period:** Upon approval through 11/30/2026

**Funding Source:** Coronavirus Relief Fund - ARPA Fiscal Recovery Funds

**Pass Through Entity:** *Supreme Court of Nevada, Administrative Office of the Courts (AOC)*

**Assistance Listing #/CFDA** 21.027

**Grant ID Number:** EFILE2JD

**Match Amount and Type:** No Match

**Sub-Awards and Contracts:** None

**FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the FY24 District Court, adopted budget will be increased by \$40,000.00 in both revenues and expenditures in the following accounts:

<b>Cost Object &amp; Description</b>	<b>G/L Account &amp; Description</b>	<b>Amount</b>
IO-12247 – SJDC AOC E-file	431100 - Federal Grants	\$40,000.00
IO-12247 – SJDC AOC E-file	710100 – Professional Services	\$40,000.00

**RECOMMENDATION**

It is recommended that the Board of County Commissioners retroactively acknowledge the grant award from the State of Nevada, Administrative Office of the Courts to the Second Judicial District Court, in the amount of \$40,000.00 (no match required), to build

a two-way interface and integrate existing E-filing Solution with new case management system (CMS) effective through November 30, 2026 and direct the Comptroller's Office to make the necessary budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: move to retroactively acknowledge the grant award from the State of Nevada, Administrative Office of the Courts to the Second Judicial District Court, in the amount of \$40,000.00 (no match required), to build a two-way interface and integrate existing E-filing Solution with new case management system (CMS) effective through November 30, 2026 and direct the Comptroller's Office to make the necessary budget amendments.