

DAYTON MUNICIPAL COURT

301 West Third Street Dayton Ohio 45402

The Dayton Municipal Court was created in 1913 by the Ohio State Legislature and began its judicial operation in 1914, serving the citizens in the boundaries of the City of Dayton, Ohio.

Five full-time judges serve on the Dayton Municipal Court along with two full-time magistrates. Administrative, professional, technical and clerical functions of the court are provided by fifty-nine court employees.

The Clerk of Court's Office is the repository of public records for the Dayton Municipal Court. The Clerk and his management and support staff of 50 Deputy Clerks assure that municipal court case documentation is recorded and maintained appropriately for public record. Dayton Municipal Court handled about 13,300 Traffic Cases, 8500 Criminal Cases, and 5800 Civil Cases in 2015.

Document Imaging Foundations Centralized Document Storage and Retrieval

Challenge.

Dayton Municipal Court has a custom built case management system called WEJIS, which was written in Cold Fusion. WEJIS has some document imaging services available, but the process was a bit cumbersome and slowed productivity. Additionally, there were several dates on the system that needed to be keyed, to confirm receipt and handling of the documents. The workflow that existed worked, but there was room to streamline many of the daily processes.

Solution.

Integrate Document Imaging Foundations (DIF) with WEJIS to streamline the workflow and create an electronic case file with images organized and indexed for easy retrieval and viewing.

- Create multiple connections between WEJIS and DIF, fully integrating the two systems.
- Develop several import processes to automatically capture and index documents created by the system.
- Import all existing case file images so that there was a single repository that contained all electronic case files.

Results.

Once the project was completed, the two systems were fully integrated, and the Clerk of Court's staff were up and running very quickly. Index values are now automatically populated, and the focus is on making sure the images are legible and properly bookmarked. The electronic case files are organized by case type, and all images pertaining to a particular case number are together and organized using bookmarks. DIF automatically imports WEJIS generated documents and appends them to the case file with a bookmark. All electronic case files were imported and available the same as any other case file. Finally, DIF sends log data back to WEJIS to help record dates of receipt and user information. Dayton Municipal Court has enjoyed the improvements to their workflows, and continue to make enhancements as new opportunities to save time are found.

“ The integration between WEJIS and DIF has greatly simplified our document imaging process and positions us to consider a truly paperless environment in the future.”

- Russ Joseph
Chief Deputy Clerk

“ We had originally planned to hold training sessions with our staff, but the integration made the process so intuitive that all we had to do was show them once and they had it.”

- Rita Orłowski
Central Payments
Supervisor

“ Working with the MAPSYS team on this project was fantastic! It was obvious from the start that they were partners with us in this endeavor, and not just a vendor selling a product.”

- Larry Pierce
Chief Information Officer