



Enabling access, efficiency, and integration

Judicial Partner Presentation

Wave 1

August 29, 2017

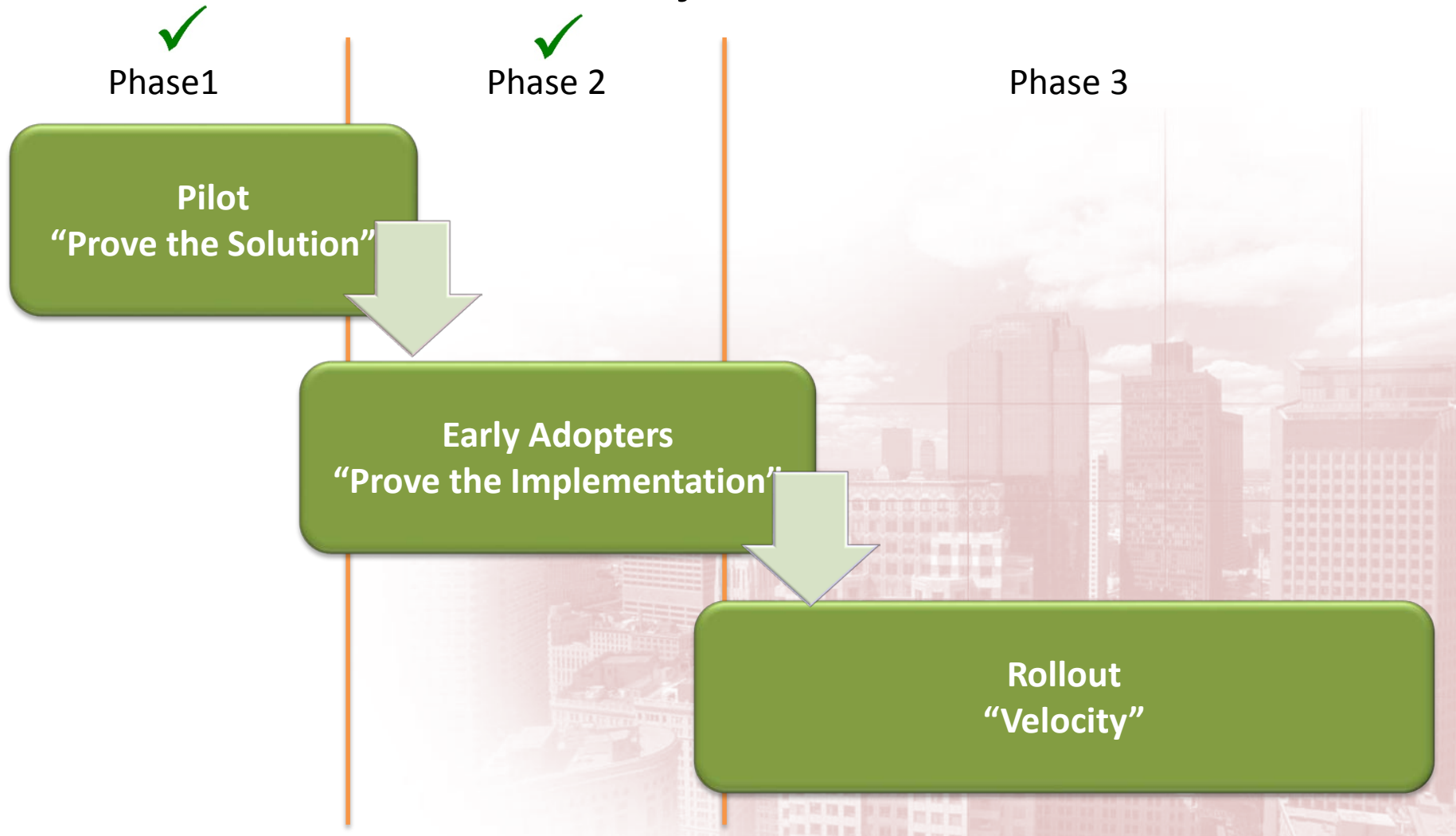
Agenda

- iCourt Schedule
- Transition for Judicial Partners
- Judicial Partner Reports
- Go-Live Weekend
- Experiencing the Change

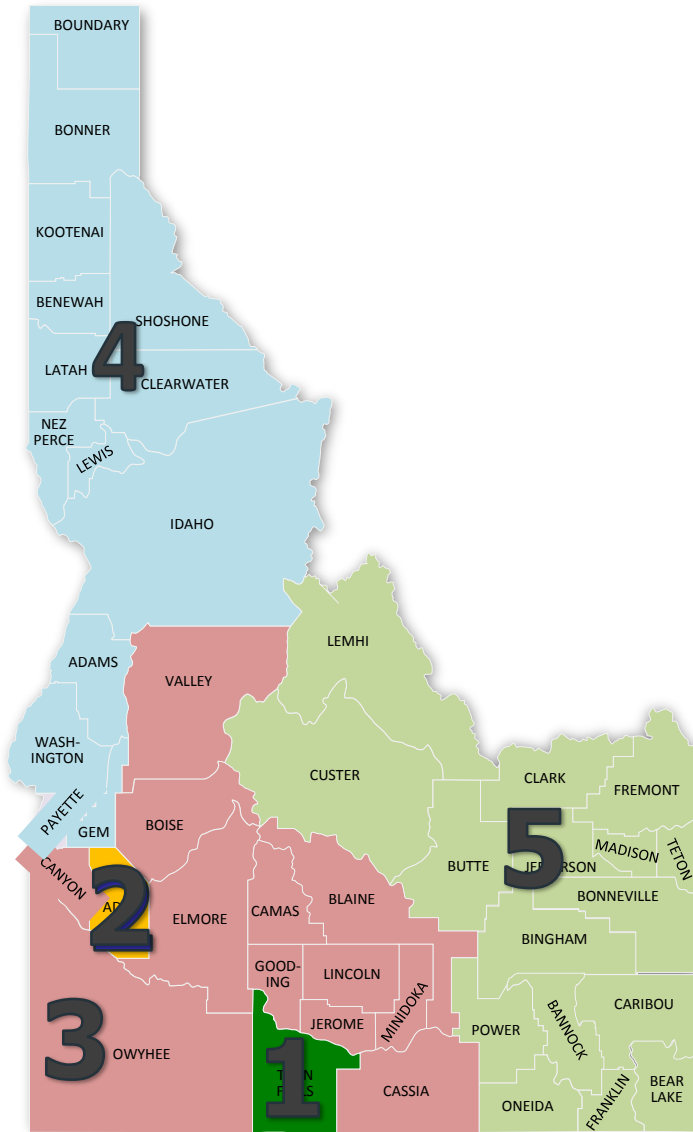
ICOURT SCHEDULE

Idaho Project Schedule

Three Major Phases



Deployment Strategy



Pilot and Early Adopter

- ✓ Build out statewide solution
- ✓ Pilot County: Twin Falls, IE 1 – June 22, 2015
- ✓ Early Adopter: Ada County, IE 2 – August 8, 2016

Statewide Roll-Out (3 Waves/Events)

- Wave #1 – October 10, 2017
- Wave #2 – April 9, 2018
- Wave #3 – October 9, 2018

Electronic Filing

- Voluntary e-filing at Case Manager go-live (day-one)
- Mandatory e-filing 30 days after go-live

Wave 1 Counties – October 10, 2017

3rd District

- Canyon
- Owyhee

4th District

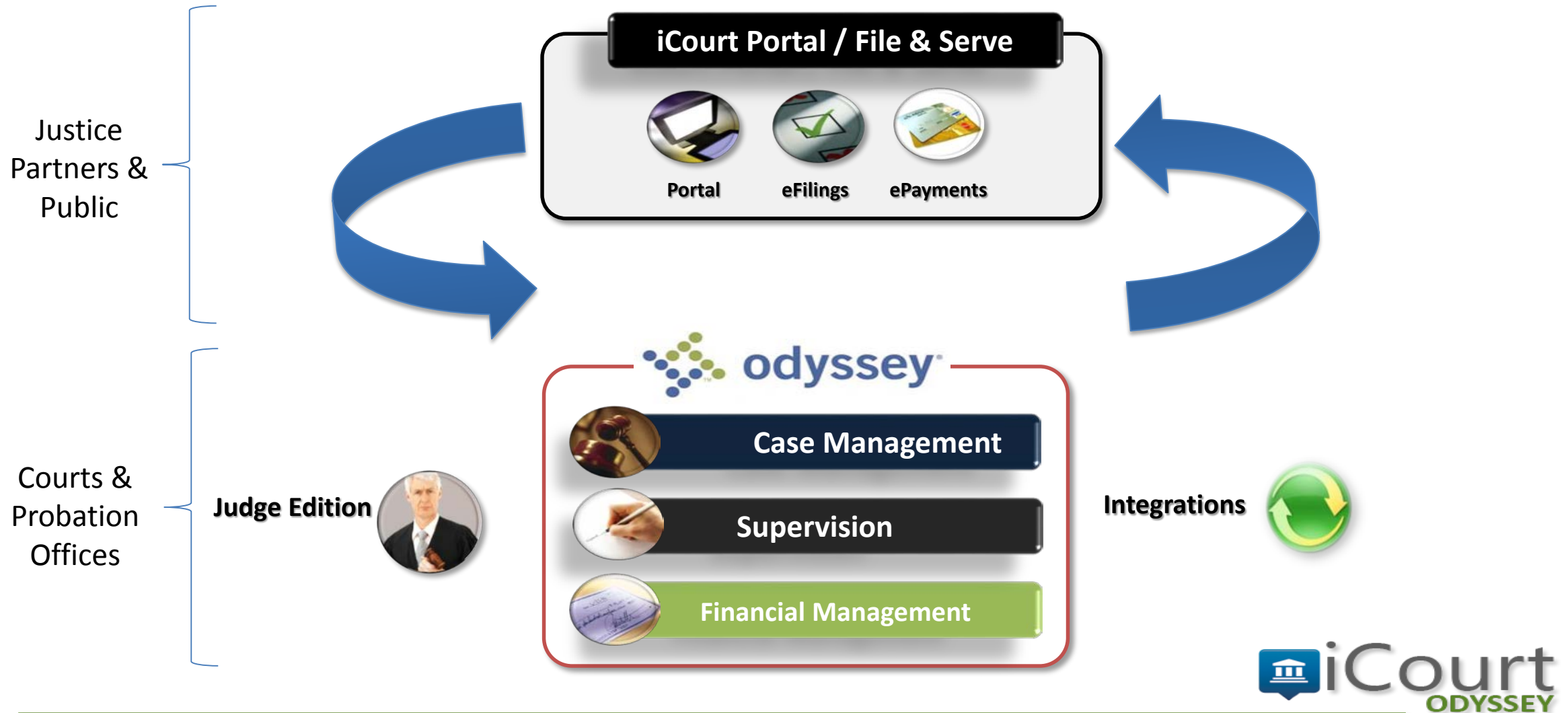
- Boise
- Elmore
- Valley

5th District

- Blaine
- Camas
- Cassia
- Gooding
- Jerome
- Lincoln
- Minidoka

TRANSITION FOR EXTERNAL JUDICIAL PARTNERS

iCourt Functional Overview



Two Primary Tools for Partners

Odyssey File and Serve

The screenshot shows the Odyssey File & Serve web application. At the top, there is a logo and the text "Odyssey File & Serve" with a "View Filing Details" link. A user greeting "Welcome, Attorney" is visible. The main content area displays details for "Case # 2011-CV-0074 - John Smith v. Jane Smith (Allred, Rosemarie)".

Case Information

Location	Category	Case Type
Mora 4th District	Family	Administrative: Grand Jury Matters
Lower Court Alpena Circuit Court	Lower Court/Agency Case # 2011-CV-0074	Short Title John Smith v. Jane Smith
Filing Attorney Gregory Abbott		

Below the case information are expandable sections for "Party Information", "Filings", and "Service Contacts".

Service Contacts

Serve	First Name	Last Name	Email
▼ Party: 075-09-2260 - Assignee			
No service contacts for this party			
▶ Party: Roland 41820 Nash - Contestee			
▶ Party: 460-11-6024 - Plaintiff Appellant			
▶ Party: 059-59-0031 - Counter Defendant			
▼ Other Service Contacts			
<input type="checkbox"/>	Blake	Erickson	xgfuash.txt@ovzbtirt.bypztz...
<input type="checkbox"/>	Bryan	Shea	qmxoznkq635@uuztly.emox...

iCourt Portal

The screenshot shows the iCourt Portal web application displayed on a computer monitor. The header includes the "Tyler ePortal" logo and "Online Records Search" text, with "Register" and "Login" buttons. The main interface features two search panels: "Case Search" and "Hearing Search".

Case Search

Basic Search Options * are required

- Select Location
- Select Case Types
- Select Search Type
- ☐ Sounds Like * Search Criteria

Advanced Search Options

Submit

Hearing Search

Basic Search Options * are required

- Select Location
- Select Hearing Types
- Select Search Type
- ☐ Sounds Like * Search Criteria

Hearing Date

* From [date] * To [date]

Submit

Odyssey File and Serve

- Electronically **file** with the courts **at any time**
- Fully web-based; able to **access from anywhere**
- **Integrated** into the court's Odyssey case management system
- Will provide:
 - E-file only
 - E-service only
 - E-file and E-service

The screenshot displays the Odyssey File & Serve web application interface. At the top, the logo and name 'Odyssey File & Serve' are visible, along with a 'Welcome, Attorney' dropdown menu and icons for home and help. Below the header, the case title 'Case # 2011-CV-0074 - John Smith v. Jane Smith (Allred, Rosemarie)' is shown. The main content area is divided into several sections: 'Case Information' (expanded), 'Party Information', 'Filings', and 'Service Contacts' (collapsed). The 'Case Information' section contains a table with details about the case, including location, category, case type, lower court, lower court/agency case number, and filing attorney. The 'Party Information' and 'Filings' sections are currently collapsed. The 'Service Contacts' section is also collapsed, but its structure is visible, including a table with columns for 'Serve', 'First Name', 'Last Name', and 'Email'. Below the table, there are expandable sections for 'Party: 075-09-2260 - Assignee', 'Party: Roland 41820 Nash - Contestee', 'Party: 460-11-6024 - Plaintiff Appellant', 'Party: 059-59-0031 - Counter Defendant', and 'Other Service Contacts'. The 'Other Service Contacts' section is expanded, showing a list of contacts with checkboxes, names, and email addresses.

Location	Category	Case Type
Mora 4th District	Family	Administrative: Grand Jury Matters

Lower Court	Lower Court/Agency Case #	Short Title
Alpena Circuit Court	2011-CV-0074	John Smith v. Jane Smith

Filing Attorney
Gregory Abbott

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Common E-Filing Questions

■ Am I going to have to e-file?

- E-filing will be mandatory for most filings (November 6, 2017)
 - Except for initial criminal filings and other limited exceptions
- E-filing facilitates the ability to file reports from judicial partners
- Become familiar with the e-filing rule

■ What do I need to e-file?

- Web browser
- Filings must be in .pdf format

■ How will I learn about e-filing?

- We will be communicating with you
- Training is available now and in the future
 - Take advantage of on-line training resources



E-Filing Resources

- Overview

- <http://icourt.idaho.gov/efileoverview>

- Court Rule

- <http://www.isc.idaho.gov/main/idaho-court-rules%20>

- Training

- <http://icourt.idaho.gov/efile-resources>

Access to Court Data for External Partners



Provides access in accordance with Idaho Supreme Court rules and extended access order

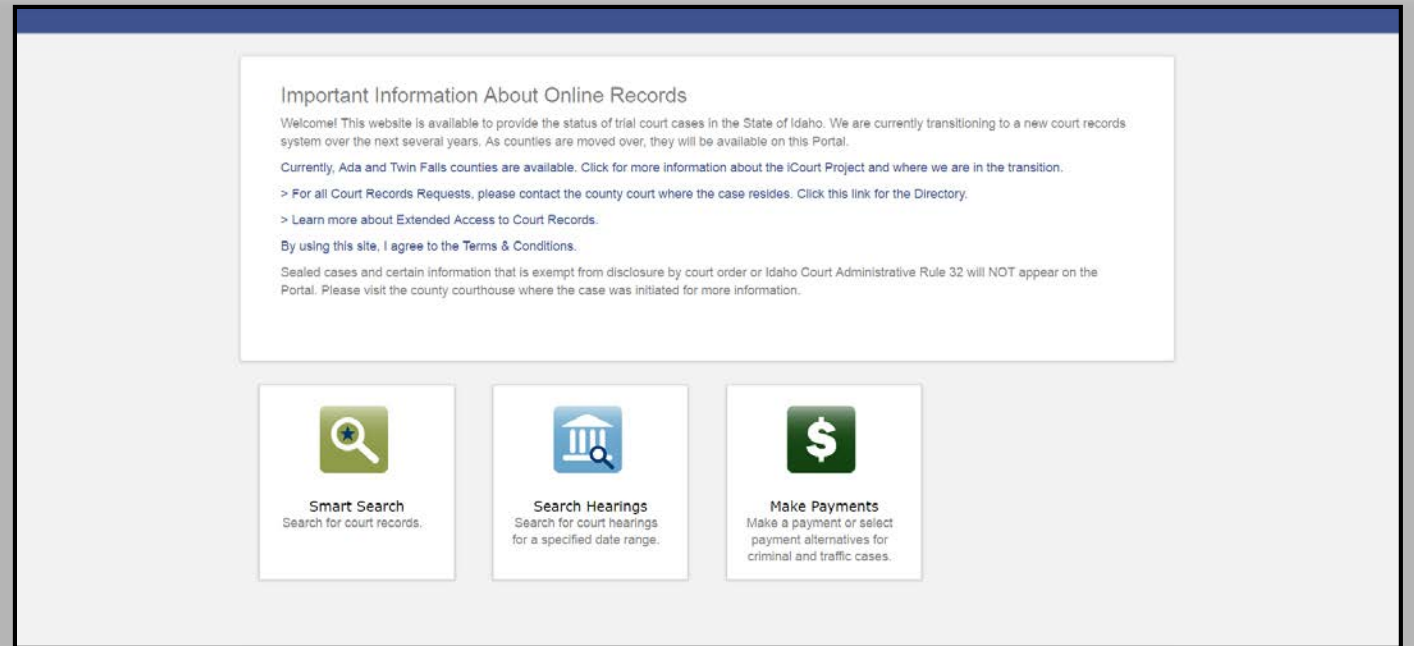
Access to Court Data for External Partners - iCourt Portal

- **Connects to our constituency and justice partners**
 - General court information
 - **Hearing schedule**
 - **Case information**
- **Up-to-the-moment data** from Odyssey
- Integrated **document access**
- Designed with **mobility** in mind



iCourt Portal

- iCourt Project Site
- Extended Access
- Smart Search Feature
- Hearings Search Feature
- Advanced Search Features
- Make Payment Feature



Extended Access - Rule 32

[https://isc.idaho.gov/orders/Extended Access Order-April 2016.pdf](https://isc.idaho.gov/orders/Extended%20Access%20Order-April%202016.pdf)

Extended Access; Review and Apply

How do I apply for Extended Access?

Process

1. Read Idaho Court Administrative Rule 32 (ICAR 32)
 - Do you need extended access?
2. Review the Idaho Supreme Court Extended Access Order.
 - Has your agency been approved for access?
3. Agency Group Leader complete the Agency Request for Extended Access form
 - Email to access@idcourts.net

[How to Apply for Extended Access](#)

[Agency Request for Extended Access form](#)

Extended Access

Two Step Registration

Once your agency has been approved for extended access, visit the iCourt Portal and follow the steps:

Step One; Register for an account

1. Click 'Register' button at mycourts.idaho.gov
2. Complete initial registration questions
3. Username is email address
4. Create password; requirements
5. Email with link to confirm registration

Extended Access

Two Step Registration

Step Two; Request Extended Access

1. Click email link
2. Login (email address as username)
3. Select Role
4. Click 'Submit'

Document Access

- With appropriate rights, documents are available
 - *Public docs only at this time*
- Found in the ROA, next to the corresponding event
- Also available in a separate Documents tile

The screenshot displays a legal case interface. The main section, titled "Events and Hearings", contains a list of events with corresponding document links. Red arrows indicate the flow from these links to a separate "Documents" tile.

Events and Hearings	
03/02/2016 Initiating Document - Civil Protection Order	
03/02/2016 Family Case Law Information Sheet	
03/02/2016 PO Sworn Petition for Protection Order CAO DV 1-1 ▾	
View Document	PO Sworn Petition for Protection Order CAO DV 1-1
03/02/2016 PO Temp/Amended Civil Protection Order & Notice of Hearing ▾	
View Document	PO Temp/Amended Civil Protection Order & Notice of
03/11/2016 Court Minutes ▾	
View Document	Protection Order Court Minutes
03/11/2016 PO Order Dismissing Pr	
View Document	PO Order Dismissi

Documents	
View Document	PO Temp/Amended Civil Protection Order & Notice of
View Document	PO Sworn Petition for Protection Order CAO DV 1-1
View Document	PO Order Dismissing Protection Order Action
View Document	Protection Order Court Minutes
View Document	Sheriff's Ex-Parte Return

JUDICIAL PARTNER REPORTS

Reports Currently Available for Justice Partners

- Hearing calendars
 - By Attorney or Judge
- Party Priors – built off of hearing calendars
- Restitution
 - Disbursements by date
 - Ordered and/or paid
 - Still Owing

GO-LIVE WEEKEND

ISTARS/Repository Shutdown - Friday (10/6)

- **ISTARS shuts down on Thursday, 10/5 (read-only)**
 - **Repository available on Friday, 10/6**
(no new data for Wave 1 counties after 10/5)
 - **iCourt Portal available on Friday, 10/6**
(only for Ada and Twin Falls)

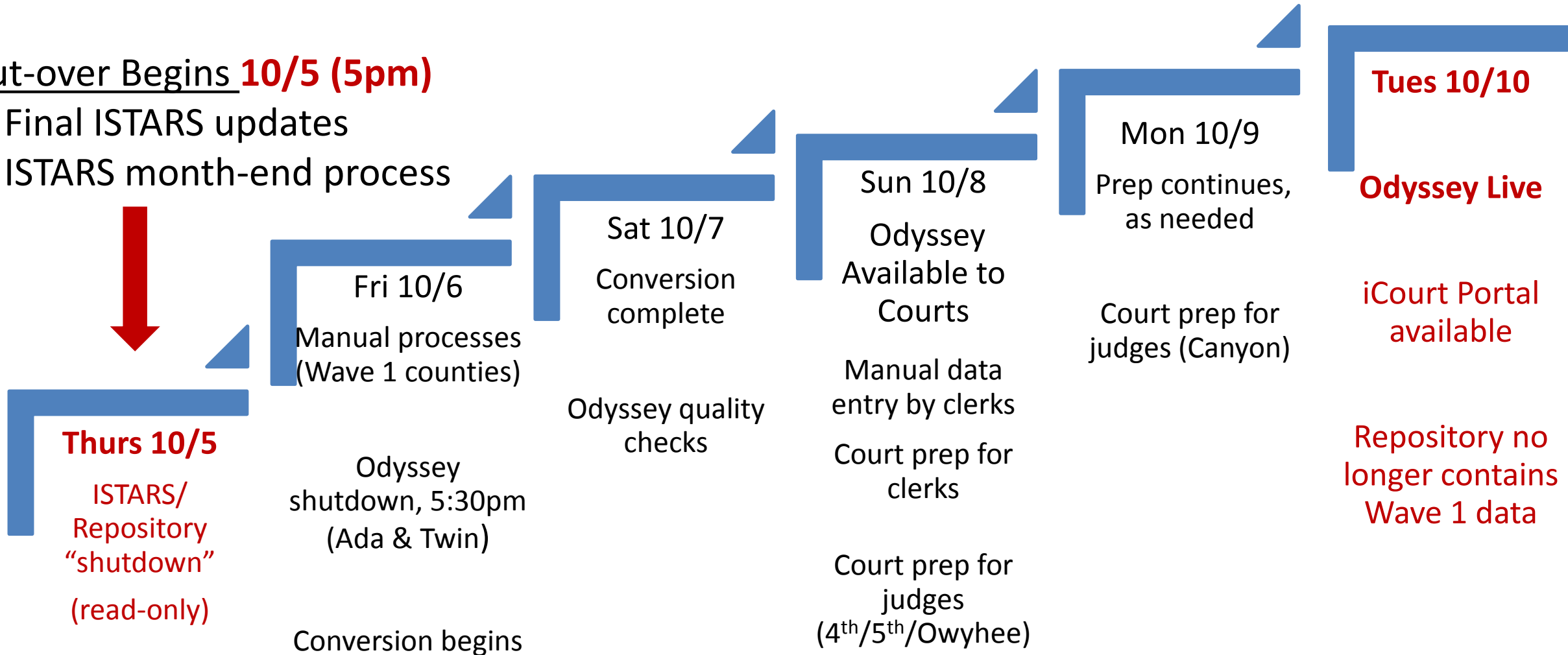
What will be available at Wave 1 Courts on Friday (10/6)?

- Limited court operations
 - Reduced calendars to time-sensitive hearings only
 - Arraignments
 - Emergency shelter care hearings
 - Protection orders
- Manual processes
 - Limited front counter operations
 - Manual receipts for payments
 - Accept paper filings

Odyssey Go-Live Timeline

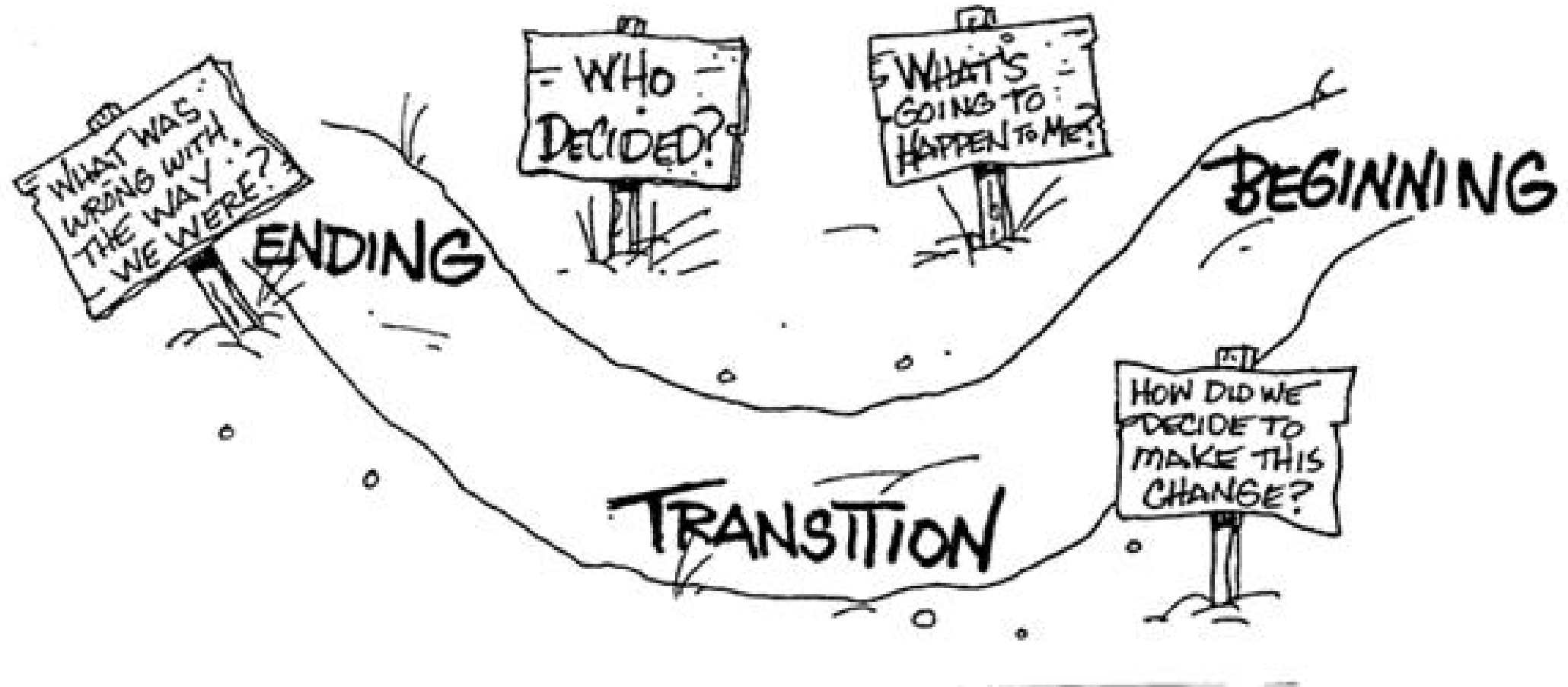
Cut-over Begins **10/5 (5pm)**

- Final ISTARS updates
- ISTARS month-end process



EXPERIENCING THE CHANGE

Change is a process...



Setting the Course

“You can’t always choose the changes you face,
but you can always choose how you
face those changes.”

Change is Ahead!

System Change

- Transition to a **fully electronic court record**
- **New navigation** to accomplish tasks
- Access **based on role**

Human Change

- Shift in **the tools and way you work**
- Access may feel limited **but major enhancements are on the horizon**
- **It will be tough but gets better over time**

We are committed to partnering with you through this change!

More Info: iCourt Project Site

- Transition Information
- Project Updates
- Resources
- [iCourt Portal Project Site](http://icourt.idaho.gov): icourt.idaho.gov

Discussion

