Worksession

MEMORANDUM

January 31, 2019

TO: Public Safety Committee

FROM: Susan J. Farag, Legislative Analyst

SUBJECT: **Update:** Maryland Electronic Courts (MDEC)

PURPOSE: To receive an update on MDEC

Those expected for this worksession:

Judy Rupp, Court Administrator, Montgomery County Circuit Court
Trevor Lobaugh, Office of Management and Budget (OMB)

Synopsis

The Circuit Court is in the process of converting, migrating, and testing vast amounts of case data to the new statewide Maryland Electronic Courts case management system. The process is complex, requires significant staff time above regular duties, and requires additional contractual help.

Background

Over the past several years, the State of Maryland's Judiciary has been rolling out a new statewide court case management system, called Maryland Electronic Courts (MDEC).[1] This new system will be a full-service court management process with the following components:

- Ability to send documents to and obtain information from the Court, from anywhere at any time, ensuring a 24-hour access;

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[1] Keywords: #MDElectronicCaseMgt plus search terms: Maryland Courts, electronic records, legal records

- E-filing for litigants, allowing electronic document filings and exchange as digital files replace paper files;
- Increased efficiency in case initiation and indexing, docketing and recordkeeping, document generation and processing, in-court docketing, disposition, monitoring compliance, and case closing;
- An alternative dispute resolution component;
- Bail bond tracking;
- Scheduling for setting, maintaining, and displaying information about scheduled events, and for calendar maintenance;
- Enhanced ability to create, display, track, and archive electronic court case records; and
- Improved features to allow for information exchanges with the Judiciary's justice partners.[2]

The State has implemented MDEC geographically. The expected date for MDEC to go live is November 11, 2019. Both he State and the County must take certain steps to ensure a seamless integration between MDEC and the County's existing case management system. The State Administrative Office of the Courts (AOC) is funding the enhancements to the current MDEC system to accommodate the County's Differentiated Case Management (DCM) system, case manager assignments, and automated scheduling protocols. The Circuit Court is responsible for the migration of data and testing.

Circuit Court Funding for MDEC Integration

In FY18 the State AOC provided a summary level project timeline to the Court. At that time, the Court estimated that 152 million records would need to be converted. Those records were housed in 5,700 fields, 650 tables, and 29 databases. This funding was not included in the FY19 operating budget. The original State implementation date for MDEC was June 2019. The Court was working with Tyler Technologies to convert the required data. Total FY18 funding related to MDEC migration was $193,000, which reflected the addition of $100,000 to provide these contractual services.

The approved FY19 Operating Budget included no funding for ongoing tasks such as data migration, manual testing, and manual test cycles. The Public Safety Committee had recommended adding $200,000 to the Reconciliation List to assist with these tasks; however, this was not approved by the Council. On October 4, 2018, the Council approved a supplemental appropriation in the amount of $200,000 to assist with these processes.

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[2] View the Judiciary's full description of MDEC at https://mdcourts.gov/mdec/about

Updated Timeline, Staffing Needs, and Associated Costs

The Court provided an update of MDEC operations on ©1. It has completed the first of five cycles of data migration review. Staff has reviewed 239 cases and identified 188 issues. It has divided the issues into categories of operational significance:

- Showstoppers (4% of identified issues);
- High Priority (15%);
- Medium Priority (60%); and
- Low Priority (21%).

The second data review cycle will begin in April 2019. These reviews will continue through September 27, 2019.

The Court's contractor, Tyler Technologies, has delivered development software on November 1 and December 7, 2018. Twenty-five of the 243 tests for the Circuit Court's differentiated case management system software have been completed. The remaining tests are to be completed by February 15, 2019. Forty-four software defects have been reported. The next software development drop will take place on February 28, and the final drop is scheduled for April 30. Testing will continue through August 23, 2019.

The total FY19 appropriation for MDEC-related costs is $200,000, which was provided as a supplemental appropriation last October. To date, the Court has spent about $155,000 of those funds. Actual costs are projected to be more than this, and the Court expects to absorb about $300,000 with existing resources. It needs approximately $129,000 to be fully funded for FY19.

The FY20 operating budget is still under development, but the Court advises it needs approximately $230,000 to complete MDEC integration before November 2019.

Discussion Items

1. The first cycle of data migration found 188 issues. What types of issues are there, and how long will it take to remedy them?
2. Will fixing these issues interfere with or delay work on the second cycle of data review?
3. Tyler Technologies discovered 44 software defects. How does these defects impact timely progress of software testing?
4. Estimated costs are higher than originally anticipated. What is driving the additional costs?
5. What impact is the MDEC integration having on current staff? Is it impacting regular court operations?

MDEC Montgomery Implementation Status as of January 29, 2019

Current Progress:

- The Court completed the first of 5 cycles of data migration review. Court staff reviewed 239 cases and identified 188 issues with 4% rated as **showstoppers**, 15% rated as **high priority**, 60% as **medium priority** and 21% as **low priority**. The second data review cycle will begin April 2019. Data migration reviews will continue through September 27, 2019.

- Tyler Technologies delivered development software on 11/1/2018 and 12/7/2018. 25 of the 243 tests for the DCM software have been completed with the remaining test to be completed by 2/15/2019. 44 software defects have been reported. The next software development drop will take place on 2/28/2019 with the final drop on 4/30/2019. Testing will continue through August 23, 2019.

- The court has engaged the following technical resources to assist with data migration review and development testing:
    - **1 Data Migration Consultant**
    - **1 Sr. Test Analyst**
    - **1 SDET/Test Automation Engineer**
    - **1 Data Review Specialist**
    - **1 IT Staff, Intermediate**
    - **2 Assignment Office Assistants**

- The MDEC Project is currently on schedule with implementation scheduled for 11/11/2019.

- The Court has been working closely with OMB to assess the funding requirements for FY19 and FY20. Contingency plans have been discussed.

Funding Status:

FY19		
Supplemental Funding	$45,539	
Court Budget Funding	$300,460	
Additional Funding	*$128,865.13*	
FY20		
Supplemental Funding	$0	
Court Budget Funding	$179,000	
Additional Funding	*$49,396.53*	