

# Dockets are growing, staff is not; automate document processes and serve more with less

*"We now are able to retrieve many documents at our workstations without physically pulling a case and taking it to a copy machine, saving time and energy."*

– Dwight Wood, Head Clerk  
Superior and State Courts, Hall County, GA

## The Payoff

- Eliminate court system backlogs
- Support higher case volumes with fewer taxpayer dollars
- Provide the best constituent service

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## The Basics

Courtrooms across the country are flooded with municipal court cases, ranging from traffic violations to small claims matters. Judges typically hear hundreds of cases per week, every week of the year. They depend on good documentation and efficient court processes in order to render sound judgments quickly. But insufficient, missing or incorrect information can quickly delay court proceedings, creating docket backlogs and extra work for everyone – from the judge on down to the court clerk. This also frustrates constituents who expect efficient services from their government.

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## The Challenges

Municipal court proceedings often take only minutes to resolve – especially simple cases like traffic tickets. But the court processes that lead up to the hearing are another story. Even the simple cases require data entry into multiple systems, as well as copying, collating, filing and delivering documents to court – every day, for every case.

- Data and documents stored in proprietary systems mean slow, costly processes
- Consistent high volume of cases needs to be supported with fewer staff
- Time and money is wasted manually copying data from one system to another

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## The Solution

OnBase solutions for municipal courts enable you to provide better service, faster. OnBase automates key tasks and eliminates the busy work that adds time, cost and risk to municipal court proceedings, but no value. For example, OnBase connects with your legacy line-of business systems, so clerks only need to enter data once. And when documents are scanned or imported into OnBase, data from those systems is applied to the documents. Once indexed, the documents are available right from Web-accessible electronic folders, organized according to your business needs. So anyone who needs them – from the judge to the clerk – has documents at their fingertips.

Documents are even available right from legacy case management screens. No more file boxes that need to be carted from one place to another. No more time spent filing and copying. No more missing documents at court. In fact, OnBase business process workflows transfer documents in real-time through all stages of a case. What does this mean? Picture this: a judge renders a judgment and minutes later the defendant walks over to a court kiosk and pays the fine. No clerks needed. Case closed.

*“In our search for a solution, we learned about document management systems, and it sounded just like what we were looking for.”*

– Dwight Wood

### **Save time and taxpayer dollars; connect documents, data and court processes**

The data and documents that support court proceedings come from many places – including the police department, prosecutor’s office and social service agencies – just to name a few. Each has its own way of processing documents and its own system to store data. This isn’t going to change. What can change is the way you manage it. OnBase connects unstructured documents, like evidence or pleadings, with structured data from court or prosecutor case management systems (CMS) and police records management systems (RMS). It’s all available from one central location. So the people who need to make effective decisions have efficient access to the information they need – regardless of how many sources it came from. This means court processes go smoother and faster. It also means they use fewer taxpayer dollars.

### **Process more cases with fewer staff**

By removing manual, paper-based tasks, OnBase allows you to do more with less. OnBase workflows share data between systems, so clerks input more cases with less data entry. With all documents at their fingertips, judges make the best decisions quicker and with less risk. And court administrators move more cases through the court because less time is wasted looking for data or documents in the courtroom. OnBase enables more throughput and less waiting, so you have fewer backlogs and happier constituents.

### **Extend the value of your legacy systems without custom coding**

OnBase not only shares data between systems, it also allows you to extend the useful life of your legacy systems. OnBase is point-and-click configurable, so you can easily adapt to changing processes, regulations or requirements without adding staff, replacing existing systems or needing custom integrations. OnBase helps you easily accommodate changes of all kinds – from new federal transparency reporting mandates to the new judge’s folder structure requirements.

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### **Why OnBase?**

From e-filing to case management to records management, OnBase enterprise content management (ECM) solutions have got you covered. OnBase solutions are so powerful because they work the way you need to work, bridging any gaps your organization has in process efficiency. So you can do more with less. We’d love to show you how, you just need to ask.

## **time to make a difference.**

Get more information out of existing business applications. Reduce, even eliminate, wasteful, redundant tasks. Now you can spend your time on the things that really matter. That’s effective document and process management.

That’s the OnBase difference.

Learn more at [OnBase.com/Government](http://OnBase.com/Government)

**OnBase**<sup>®</sup>  
a Hyland Software solution