

1 **Rule 3-410. Automated information resource management.**

2 Intent:

3 To develop uniform rules for the management of data processing activities at all
4 court levels.

5 To ensure the coordination of hardware and software acquisition and system
6 development.

7 To define the relationship between the Administrative Office and individual courts
8 with respect to data processing support.

9 To provide guidelines to local courts developing their own systems.

10 To establish information standards for the courts and other related agencies.

11 To establish priorities for developmental efforts in court automation.

12 Applicability:

13 This rule shall apply to all courts ~~of record~~.

14 Statement of the Rule:

15 (1) The data processing policy governing courts of record shall be established under
16 the direction of the Council through its Technology Committee.

17 (2) A central data processing staff person shall be available from the Administrative
18 Office to serve the courts of record. The staff person shall follow priorities established by
19 the Committee and shall be directed in developmental efforts by court system user
20 groups established by the Committee. Staff will also seek the guidance of court
21 executives and Boards of Judges with regard to court operations needing automation
22 and to identify data processing requirements of the various courts.

23 (3) The Administrative Office shall coordinate the acquisition of compatible computer
24 hardware and software in all courts of record. The superannuation of equipment shall be
25 coordinated with the needs of other court locations; and major changes in equipment
26 use will be approved by the Council through its Committee.

27 ~~(4) Non-state-funded courts.~~

28 ~~(4)(A) Courts of record not funded in whole by the State of Utah and which rely upon~~
29 ~~local government data processing facilities or services provided by private contractors~~
30 ~~shall submit a program plan to the Committee for prior approval before proceeding with~~

31 ~~the development or implementation of any data processing systems for the court. The~~
32 ~~program plan will include but not be limited to the following information:~~

33 ~~(4)(A)(i) General statement of need.~~

34 ~~(4)(A)(ii) Operations and court functions to be automated.~~

35 ~~(4)(A)(iii) Hardware needs (estimated).~~

36 ~~(4)(A)(iv) Software needs (estimated).~~

37 ~~(4)(A)(v) Timetable for development and implementation.~~

38 ~~(4)(A)(vi) Impact statement, if automation does not occur.~~

39 ~~(4)(B) Courts relying upon local government and/or private contractors for data~~
40 ~~processing development, implementation, and maintenance will participate in such~~
41 ~~projects subject to the following guidelines:~~

42 ~~(4)(B)(i) The court will define the parameters of system development and operation~~
43 ~~as budgets will allow.~~

44 ~~(4)(B)(ii) Supervision of The court will supervise operation and developmental~~
45 ~~support staff and contractors assigned to the court project will belong to the Court.~~

46 ~~(4)(B)(iii) Control and ownership of software developed for court use becomes is the~~
47 ~~property of the court and/or the local government entity. No multi-year license~~
48 ~~agreements will be entered into by the court.~~

49 (5) The Administrative Office will prepare standard data descriptions and edits,
50 logical file structures, and communications procedures and protocols for approval by the
51 Committee. These standards shall be developed in conjunction with other related state
52 and local agencies, and shall ensure that courts and court-related governmental entities
53 can share information in a cost-effective manner.

54 (6) The Committee will establish plans and priorities for data processing
55 developmental efforts on a periodic basis. These plans and priorities shall be reviewed
56 by the Council and upon acceptance by the Council included in the Annual Plan. Prior to
57 submitting the plans and priorities to the Council, the Committee shall receive input from
58 the following:

59 (6)(A) the Judicial Council;

60 (6)(B) the Boards of Judges;

61 (6)(C) courts users and Steering Committees;

62 (6)(D) court executives;

63 (6)(E) local government officials.

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