



Office of the Clay County Circuit Clerk
Seventh Judicial Circuit
Stephen Haymes, Circuit Clerk

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12-30-05

Bill Shull, President
Clay County Bar Association
104 W. Kansas
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Dear Bill,

The Circuit Clerks Office is currently working with the Office of State Courts Administrator (OSCA) to convert our computer records system to the statewide JIS system. By the end of 2006 all but two counties in the state will be on this system. We regret giving up our system as it is very user friendly and has served us well, but the new system will assist both the state and us in the long run, in the management of our data. We anticipate a date of 4-3-06 for us to "go live" on that system. This conversion will impact the local Bar in a number of ways.

- 1) Between now and 4-3-06 our office is scheduled for over 1500 hours of training. In addition to the training, clerks will also be doing their everyday jobs. They will be under a great deal of pressure to do both and service at times may be somewhat slower than what you are used to. Every effort will be made to process all materials in as timely a manner as possible.
- 2) In the week before and after we go live (3-27 through 4-7-06) we have asked the Judges to restrict their dockets to about 50% of normal to assist with the transition. On Thursday, 3-30-06, our current computer system will go to "view only" as the data is downloaded. We will not be able to input any new information until Monday, 4-3-06, when we go live on the new system. The week we go live the clerks will be using a totally new system and they will be much slower in it than what they are used to. Delays will be inevitable.
- 3) Casenet will become the public access for Clay County Circuit Court information. Casenet access will be available within a few days after 4-3-06. Prior to allowing access in Casenet we will have to insure that the data converted correctly. All cases in our current system will be converted to the JIS system and available on Casenet. Access to our current system through the Circuit 7 web page will still be available. The old system will not be updated after 4-3-06 and old and new information after that date will be

available in Casenet once it is activated. The old system will be maintained as a “legacy system” and as a support for a scanning project we have been working on. We will continue to have the web page which will have information on this Circuit and links to Casenet. Most attorneys are already familiar with Casenet as they have used it for other county’s court information. We will also continue to have public access terminals in our lobby.

4) Beginning 2-1-06 we will require the use of “Party Information Sheets” when all cases, except criminal and traffic are filed. Most attorneys are familiar with these basic information questionnaires as they are required in other counties using the JIS system (i.e. Platte, Ray and Jackson).

5) Beginning 4-3-06 our case numbering system will change. This will be a standard statewide JIS format beginning with the year the case is filed(i.e. 06 for 2006), the county designation (CY for Clay), a hyphen, the case type designation (i.e. CR, TR, JU, CV, PB) and followed by a five digit case number. An example would be 06CY-CR00001.

Traffic cases will not be issued a number but will use the number on the traffic ticket. Case numbers issued prior to 4-3-06 will not change to the new numbering system. They will change slightly when inquiring in Casenet. There will be a “7” placed in front of the old number and the hyphen will be removed. The numerical portion (after where the hyphen was) will have to have a total of six digits, so zeros will be placed in front of the numerical portion of the number. If the old number was CR105-474 it would become 7CR105000474 with a total of twelve places.

This conversion is a monumental task involving over 500,000 cases. We will have several mock and trial conversions to allow us to validate the accuracy of the data conversion prior to the live date. It is our hope that all will go as smoothly as possible and offer minimal inconvenience to you. We appreciate your patience and understanding in advance. Please pass on this information to the members of the Clay County Bar Association. I will also post a copy of this letter on our website under the “News and Notice” section of www.circuit7.net . If you have any questions please feel free to contact me.

Sincerely

Stephen Haymes
Circuit Clerk

CC Judges