

# ACTS

## *Automated Case Tracking System for Trial Courts*



Office Automation Consultants Inc. (OAC) developed the Automated Case Tracking System (ACTS) for trial courts as a comprehensive software application providing control over civil, criminal, traffic, and juvenile cases.

The ACTS software provides the following:

- Automated tracking of all cases from initiation through final disposition.
- On-line entry, update, and inquiry for all basic case information including parties, docketing (register of actions or chronological case history), scheduling, and disposition.
- Support for all cashiering needs including receipting and ties into any financial applications for fee and fine accounting.
- Indexing by the name of any party as an automatic by-product of entering party data into case records. Retrieval of case information by the full or partial name of any party as well as by case number is provided. Phonetic (i.e. sounds like) searches are also available.
- Full docketing of all case events, including filings and court actions. Docket entries accommodate free text as well as event codes.
- Scheduling capabilities to maintain the court's calendar. It also accommodates the scheduling of any future action and indicates conflicts in judge or courtroom assignments within a trial court.
- The capability of automatically generating notices for any scheduled event. Notices are printable in a format ready for mailing.
- A full range of management and statistical reports, including exception reports, case flow and caseload measurement reports, and comprehensive case inventory reports.
- A flexible case numbering format, allowing for a full on-line register of actions for all events during the

life of a case and milestone events for establishing case status.

The Criminal/Traffic portion of the ACTS software allows for multiple charges and counts per defendant, multiple attorneys per defendant and pro se counsel. ACTS also provides bail and bond accounting, bond and custody status for all defendants, fee and fine accounting, and automatic indexing by defendant name, case number, and tracking number. The software provides for prosecutor i.d. codes, witness names and addresses and tracking through the appeal process.

The Civil portion of the ACTS software allows multiple plaintiffs and defendants per case, multiple attorneys per party and pro se counsel. ACTS also provides for capturing and receipting for filing fees, automatic indexing by name of any party (e.g. plaintiffs, defendants, witnesses, third parties) as well as by case number, judge, or attorney and tracking of prescribed time limits and related events (e.g. xxx days to file an answer to a complaint, xxx days to respond to request for hearing, etc.). The software also provides individual and master calendars, automatic generation of notices, subpoenas, and operational reports and security for adoptions and other classified matters.

Optional features that can be included with the ACTS software are laser disk imaging for supporting documents (i.e. answers, motions, etc.) and bar code processing for quick referencing of case information

For additional information about the ACTS software package for Trial Courts or ACTS software packages for other courts or prosecutors, please contact:

Vincent J. Ambrosia - 504 467-8000

-----  
Web Page – [www.oacsoftware.com](http://www.oacsoftware.com)



**Office  
Automation  
Consultants**

**“The Court Automation Company”**