SUPREME COURT OF ILLINOIS

CLERK OF THE SUPREME COURT

ELECTRONIC FILING

REQUEST FOR INFORMATION

Electronic Filing

September 23, 2011

1. INTRODUCTION

The Clerk of the Supreme Court of Illinois is seeking responses to this Request for Information (RFI) that will be used to assist in the implementation of electronic filing of case documents with the Supreme Court of Illinois. The purpose of this RFI is to gather information from experienced third party vendors and service providers that currently provide and/or facilitate the electronic filing of court documents. The information received from this RFI will be used to assist in the implementation of electronic filing of case documents with the Supreme Court of Illinois.

Those third party vendors and service providers who are experienced with providing and/or facilitating electronic filing of court documents in a process described in this RFI are encouraged to respond.

2. BACKGROUND

The Supreme Court of Illinois, the highest tribunal in Illinois, is comprised of seven justices from five Illinois appellate districts. Three justices are elected from the First District (Cook County), and one justice from each of the remaining four districts in Illinois. The Supreme Court hears appeals from lower courts and may exercise original jurisdiction in cases relating to revenue, mandamus, prohibition or habeas corpus.

Appointed by the Supreme Court, the Clerk of the Supreme Court is the Court's principal case processing and records manager who operates the office through a staff of specialized deputies, and by planning, developing, and implementing policies and procedures necessary to execute the responsibilities of the office.

In its case management capacity, the Clerk's Office initiates cases for the Court's consideration, executing all associated processes, to ensure compliance with Supreme Court Rules and to ensure that cases are effectively monitored and scheduled, from initiation to issuance of mandates and final orders as appropriate. In 2009, approximately 6,000 case filings were initiated in the Clerk's office.

The current Supreme Court case management system is an in-house developed, client server application written in the Progress relational database language. The Supreme Court Clerk’s office is running Windows 7, 64-bit personal computers. Plans are being considered to migrate the Supreme Court case management system from its current architecture to an Oracle RAC, Weblogic database platform.

3. SCOPE

- The E-filing function shall be operated by a third-party vendor/service.

- While not an immediate requirement, the E-filing function shall be capable of interfacing with the Court's case management system.

- E-filing shall be available via the internet to anyone using a standard browser (Internet Explorer, Mozilla Firefox, etc.)

- The E-filing service shall be provided at no cost to the user.

- The E-filing service shall require the user:

    - to register to receive an account ID with security privileges to electronically file documents. The user community shall include not only attorneys, but other user types, including pro se litigants.
    - to transmit documents in searchable .pdf format.
    - to identify the type of document being filed.
    - to provide the name of the filing party.
    - to provide the abbreviated case title.
    - to provide the appellate court case number.
    - to provide the trial court case number.

- The E-filing service shall provide a .pdf converter utility to allow users to convert documents to .pdf format.

- The E-filing process shall provide for the Clerk's staff to verify the credentials of an attorney who registers as a user.

- The E-filing service shall provide an automated process where the Clerk can electronically review all e-Filed documents, validate the case and case information filed, and accept or reject the e-Filed document(s) consistent with Supreme Court Rules.

- The E-filing service shall provide automatic verification to the filer of a successful transmittal when the document is received by the Clerk's office. The verification shall include the date and time the electronic filing was submitted.

- The E-filing service shall transmit a message to the registered users when the Clerk's Office determines whether to accept or reject an e-transmitted document for filing. This message will either alert the registered users that the document has been filed (with an appropriate description of the document and the identity of the litigant who filed it) or alert the users that a document was submitted to the Clerk's Office but rejected for filing (again, with an appropriate description of the document and the identity of the litigant who submitted it).

- If an E-transmitted document is rejected by the Clerk's office, the E-filing service must provide a means for the Clerk to transcribe a note to the filer indicating the reason(s) the document was rejected.

- The E-filing service shall verify document(s) are not corrupted during the transmission.

- A mechanism shall be available for the collection of the statutory docket fees including a standard credit card process or the direct electronic transfer of funds.

- The E-filing vendor, or any other entity with access, shall not copy, use, or otherwise retain images of any documents, information, or data transmitted via the E-filing service to/from the Clerk's office.

- A mechanism shall be available for inclusion of the clerk's file stamp(s), the date and time of filing, and Clerk's signature, if applicable, on documents accepted and filed electronically. A process shall be available to allow the Clerk to transmit a filed copy of the document bearing the above items to registered user parties/litigants.

- The E-filing vendor shall have a disaster recovery plan that includes, at minimum, a daily backup, offsite storage of back-up medium and a plan to restore e-Filing operations within a reasonable time frame due to a failure causing an interruption in the E-filing service.

4. VENDOR SUBMISSIONS

The Clerk of the Supreme Court invites interested entities to submit written expressions of interest with respect to delivery of the electronic filing system described in this document. Expressions of interest should be formatted to include the following requirements:

- Cover letter summarizing capabilities and cost estimates with respect to delivery of the electronic filing systems described in this document.

- Vendor information. Include organization's history, primary business, experience, and references for similar solutions. Identify key personnel and individual qualifications. Include all subcontractor(s) and their respective vendor's information. Note that any individual, business, or entity, including subcontractors, that is currently not properly licensed/registered to conduct business in the State of Illinois or is revoked/suspended from conducting business in the State of Illinois for any reason, is ineligible to submit a proposal.

- Method and Rate of Compensation. Identify the method of charging including an itemized scope of work as it relates to the estimated costs. Estimate the cost to implement the service, differentiating the startup and recurring costs, if any. Also describe the training process, time line, and include all costs related to training of Clerk's Office personnel.

- Technology information and diagram. Identify the hardware, software and/or services provided by the vendor. Include a detailed description of how the e-filing service is to be implemented. Diagram the proposed e-Filing service. Describe the use of this technology as it relates to the scope of this RFI.

- Time frame to Implement. Indicate an estimate of the time necessary to implement the e-filing service in the Clerk's office and train personnel on its use.

- Describe how an interface to a case management system might be implemented with the proposed e-Filing service and any requirements of such an interface.

Please submit **four (4) copies** of your expression of interest **no later than October 21, 2011 at 1:00 p.m. Central Standard Daylight Savings Time**. Written expressions of interest, which are consistent with this RFI should be sent to the following address:

Clerk of the Supreme Court of Illinois
Request For Information
200 E. Capitol Avenue
Springfield, Illinois 62701

Vendors may alternatively reply via e-email to mroth@court.state.il.us.

No vendor conference is anticipated for this RFI. Please direct all questions to Melissa Roth, Chief Deputy Clerk, via e-Mail: mroth@court.state.il.us. All questions and answers will be posted to the Court's website at: http://www.state.il.us/court/Procurement