



# Consolidated Court Automation Programs

## WISCONSIN COURT SYSTEM

*Under the office of the Director of State Courts, Consolidated Court Automation Programs (CCAP) provides information technology (IT) services to the Wisconsin Court System, ensuring that technology is used safely, effectively, and economically throughout Wisconsin's judicial branch of government. For over three decades, CCAP has helped Wisconsin courts broaden their use of technology to improve court operations, expand services to litigants, increase operational efficiencies, and accommodate information-sharing throughout the justice system.*

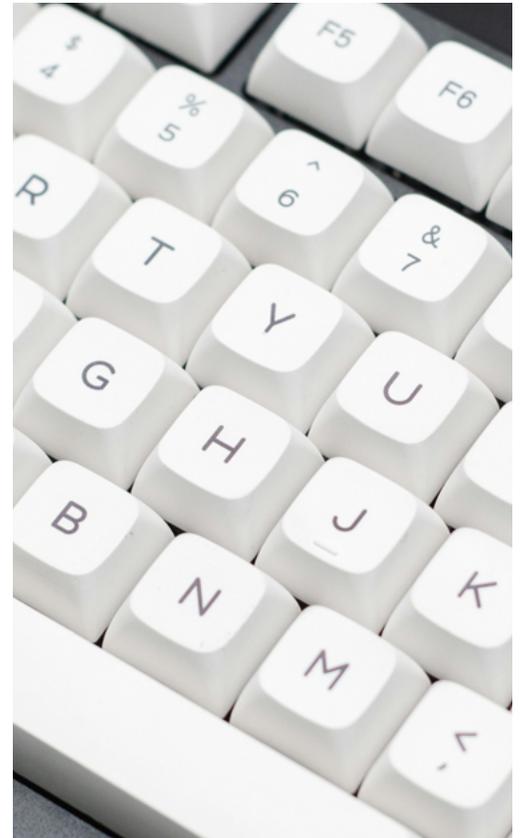
### **HISTORY**

Originally started in 1987, CCAP (which then stood for Circuit Court Automation Program) had the goal of providing automation in county trial courts. In 2001, CCAP merged with the Office of Information Technology Services (a sister court system IT department) and expanded to include appellate courts and court administrative offices. The unified CCAP — which now stands for Consolidated Court Automation Programs — provided more efficient services to the courts, including:

- a single electronic filing system for circuit and appellate courts called “eFiling”;
- being able to share official case records and documents between management systems;
- and a means to provide users with a single account for circuit court and appellate eFilings.

### **CCAP SERVICES**

CCAP provides software and hardware solutions for a variety of users: circuit court judges, Court of Appeals judges, court commissioners, Supreme Court Justices, clerks, registers in probate, attorneys, court administrative offices, business interface partners, and the public. Court staff located all across Wisconsin use CCAP computers with both custom and commercial software needed to effectively perform the duties of the judicial branch while ensuring sensitive data is secure.



### **CCAP APPLICATIONS**

*See the other side for a list of CCAP applications and their functions.*

# CCAP APPLICATIONS

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## ***Case Management***

Circuit courts use CCAP's Case Management system to manage cases from initial filing through disposition. The system organizes minutes for hearings, calendars containing upcoming court activity, notices, summonses, judgments of conviction, driving suspensions, orders for financial disclosure, warrants, and more. CCAP Case Management began as the system where clerks recorded information contained in the official record, which was then a paper case file. Today, it *is* the official record.

## ***Jury Management***

Jury management — a major responsibility of clerks of circuit court — requires receiving and processing prospective juror names from the Division of Motor Vehicle's driver information database. CCAP software automates the entire jury process, from juror randomization and selection to the electronic juror questionnaire process to summoning jurors to postponement requests to tracking service and initiating payment.

## ***Judicial Dashboard***

The Judicial Dashboard provides circuit court judges and court commissioners with tools to access court records, information about litigants, and statistics. In the courtroom, judges and commissioners can manage high volume court using eBench, an application tailored to provide critical information quickly. Judges can also use the Judicial Dashboard to take notes online, assign tasks, upload orders, and electronically sign documents.

## ***Supreme Court and Court of Appeals Case Management***

The Clerk of Supreme Court and Court of Appeals, Court of Appeals offices, and the Supreme Court use the case management system to track all aspects of appellate court cases, including case information; motions and petitions; orders; appeals; and messages.

## ***Financial Management***

Using CCAP's custom financial management system, courts can track money received from fees, fines, forfeitures, filings, copies, bond payments, and traffic deposits. This software integrates financial and case information for the preparation of state and county financial reports; it is critical to ensure that money collected is disbursed to the correct agencies and funds by state and county treasurers.

## ***Automated Civil, Criminal, and Juvenile Jury Instructions***

CCAP, working with the Office of Judicial Education, provides semiannual jury instruction updates to circuit courts. Judges can quickly and easily create jury instructions using standard language and the specific circumstances of a case.

# CCAP ONLINE SERVICES

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**Wisconsin Circuit Court Access (WCCA), Courthouse WCCA, and Wisconsin Supreme Court and Court of Appeals (WSCCA):** Anyone with internet access can view both public case information on statewide circuit court cases using WCCA and public appeal information using WSCCA. In all Wisconsin counties, the public can access information on circuit court cases without staff assistance and without compromising the security and integrity of court records. Those without internet access can use WCCA in any county courthouse.

**Self-Help:** CCAP provides many self-help options in the Wisconsin Courts Self-Help Law Center, including forms assistance for small claims, restraining orders, family law, and other common filings.

**eCourts:** CCAP's eCourts authentication system delivers a high level of security with a seamless user experience, providing a single log-in across multiple filing options.

**Circuit Court and Appellate eFiling:** Following the Wisconsin Supreme Court's 2016 mandatory electronic filing rule, CCAP began rolling out eFiling in March of 2017 for a subset of case types, with the final set of case types implemented in December of 2019. This was a major undertaking that greatly expanded CCAP's user base, as all attorneys are now required to file case documents via the eFiling system. To support eFiling, CCAP added a second customer support center focused on helping electronic filers set up accounts, file documents, and troubleshoot issues.