

OPEN XML COURT INTERFACE ELECTRONIC FILING MANAGER
IMPLEMENTATION PROJECT

PROJECT CHARTER

I. **BUSINESS NEED**

As the repositories of legal documents, courts are universally challenged with managing ever-increasing amounts of paper. Although electronic filing is widely viewed as a critical part of a solution to the courts' document management problems, very few courts have the financial and technical resources to develop electronic filing systems on their own. To that end, a number of state courts have together founded the Open XML Court Interface (OXCI) consortium in order to collaboratively produce an Electronic Filing Manager (EFM) middle-ware application. The OXCI EFM is intended for use by both courts and vendors as a common framework for their electronic filing implementations.

II. **PROJECT DESCRIPTION/DEFINITION**

The OXCI consortium of state courts intends to produce a middleware implementation for electronic filing for use within all levels of state courts for the receipt, transmission, and validation of electronic filings, court orders, and associated data. The middleware will provide a uniform open source implementation of an EFM, extending the LegalXML Electronic Court Filing Technical Committee standards of the Organization for the Advancement of Structured Information Standards (hereinafter "OASIS"). It is intended that this middleware will be made available nationally to courts and other vendors as the bridge between an electronic filing front-end application (provided by the court, a vendor, or a service provider) and the court's case management system (hereinafter "CMS") and document management system (hereinafter "DMS").

III. **ROLES AND RESPONSIBILITIES**

The OXCI EFM implementation project is organized according to the following roles and responsibilities:

- OXCI Steering Committee

The OXCI Steering Committee is the main oversight and decision-making body for OXCI. The Steering Committee includes executive-level representatives from the member courts and a liaison from the OASIS LegalXML Electronic Court Filing Technical Committee. The Steering Committee is responsible for accepting the final product.

- OXCI Contract Manager (Mr. Vince Harris, Georgia AOC)

The OXCI Contract Manager is responsible for negotiating and overseeing the contract with the OXCI Development Vendor.

- OXCI Architect (Mr. Tom Clarke, Washington AOC)

The OXCI Architect is responsible for setting the overall design direction and reviewing and approving all project deliverables including work plans, requirements, designs, test reports, and products.

- OXCI Project Manager (Mr. James Cabral, MTG Management Consultants, L.L.C.)

The OXCI Project Manager is responsible for coordinating both the internal and external resources of the project and developing the project management and architecture deliverables. The OXCI Project Manager reports to the OXCI Architect.

- OXCI Developer (Mr. Shogan Naidoo, Counterclaim)

The OXCI Developer is responsible for developing and testing the application. The OXCI Developer reports to the OXCI Project Manager.