



COUNTY OF GALVESTON
REQUEST FOR PROPOSAL
June 17, 2010



Back-file Conversion
Services for the
District Clerk

Submissions Due:
July 8, 2010 - 10:00 am



RFP for Back-file Conversion Services for the District Clerk

District Clerk - County of Galveston, Texas

June 17, 2010



OPEN: 07/08/2010

**RFP#: B101061
B101061 OPEN: 07/08/2010
10:00 AM**

**REQUEST FOR PROPOSAL
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS**

Sealed proposals in **sets of eight (8), one (1) original and seven (7) copies** will be received in the office of the County Purchasing Agent until **10:00 AM** on **07/08/2010** and opened immediately in that office in the presence of the County Auditor and the Purchasing Agent. Any proposal received after **10:00 AM** on the date specified will be returned unopened.

All proposals must be marked on the outside of the envelope:

**RFP#:B101061
BACK-FILE CONVERSION SERVICES DISTRICT CLERK**

Proposers name, return address, and the enclosed label should be prominently displayed on the envelope. Pricing will be as shown in Request for Proposal.

Specifications can be obtained on application at the office of the County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody Avenue (21st Street) Fifth (5th) Floor, Galveston, Texas, 77550.

Proposals will be either lump sum or unit prices as shown on the proposal sheet, if applicable. The net price will be delivered to Galveston County, including all freight or shipping charges The County is tax exempt and no taxes should be included in your proposal.

Upon satisfaction of contractual terms (e.g., goods delivered in promised condition, services rendered as agreed, etc.), vendor is to be paid via Galveston County's normal accounts payable process.

Sealed proposals are to be delivered to the Galveston County Purchasing Agent, Galveston County Courthouse, 722 Moody Avenue (21st Street) Fifth (5th) Floor, Galveston, Texas 77550.

Commissioners' Court reserves the right to waive any informality and to reject any and all proposals and to accept the proposal or proposals which, in its opinion, is most advantageous to the County.

Rufus Crowder, CPPB
Purchasing Agent
Galveston County



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GENERAL PROVISIONS
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1. PROPOSAL PACKAGE

*The request for proposal, general and special provisions, drawings, specifications/line item details, contract documents and the proposal sheet are all considered part of the proposal package. Proposals must be submitted in **sets of eight (8), one (1) original and seven (7) copies** on the forms provided by the County, including the proposal sheets completed in their entirety and signed by an authorized representative by original signature. Failure to complete and sign the proposal sheets/contract page(s) may disqualify the proposal from being considered by the Commissioners' Court. Any individual signing on behalf of the proposer expressly affirms that he or she is duly authorized to tender this proposal and to sign the proposal sheet/contract under the terms and conditions in this proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by the Commissioners' Court. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted, and initialed in ink by the individual signing the proposal. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each proposer is required to thoroughly review this entire proposal packet to familiarize themselves with the proposal procedures, the plans and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with the County.*

2. PROPOSER'S RESPONSIBILITY

The Proposer must affirmatively demonstrate its responsibility. The Proposer must also meet the following minimum requirements:

1. have adequate financial resources or the ability to obtain such resources as required;
2. be able to comply with all federal, state, and local laws, rules, regulations, ordinances and orders regarding this Request for Proposal;
3. have a satisfactory record of performance;
4. have a satisfactory record of integrity and ethics;
5. be otherwise qualified and eligible to receive an award.

3. TIME FOR RECEIVING PROPOSALS

Proposals received prior to the submission deadline will be maintained unopened until the specified time for opening. If the proposer fails to identify the Proposal Number on the outside of the envelope as required, the Purchasing Agent will open the envelope for the sole purpose of identifying the proposal number for which the submission was made. The envelope will then be resealed. No liability will attach to a County office or employee for the premature opening of a proposal. If you do not submit a proposal, return this Request for Proposal and state reason, otherwise your name may be removed from our mailing list.

4. PROPOSAL OPENING

Only the names of proposers will be read at the opening. The Purchasing Agent will examine proposals promptly and thoroughly. No proposal may be withdrawn for a period of sixty (60) calendar days of the proposal opening date.

5. COMMISSIONERS' COURT

No contract is binding on the County until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

Department head and elected officials are not authorized to enter into any type of agreement or contract on behalf of the County. Only the Commissioners' Court acting as a body may enter into a contract on behalf of and contractually bind the County. Additionally, department heads and elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being accepted and signed by the County's authorized representative.

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6. REJECTION OF PROPOSALS

The County, acting through its Commissioners' Court reserves the right to: (1) reject any and all proposals and waive any informality in the proposals received; (2) disregard the proposal of any proposer determined to be not responsible.

7. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to proposal packet and to notify the Purchasing Department if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or proposal procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for proposal opening. Vendors are to proposal as specified herein or proposal an approved equal. The mention of any brand name in the specifications is not intended to be restrictive, but is intended to describe the general features and requirements (or equivalent) that Galveston County is seeking.

8. SUBSTITUTES

It is not the County's intent to discriminate against any materials of equal merit to those specified; however, should the proposer desire to use any substitutions, prior written approval shall be obtained from the County Purchasing Agent sufficiently in advance in order that an addendum might be issued.

9. EXCEPTIONS TO PROPOSAL

The proposer will list on a separate sheet of paper any exceptions to the conditions of the proposal. This sheet will be labeled, "Exceptions to Proposal Conditions", and will be attached to the proposal. If no exceptions are stated, it will be understood that all general and specific conditions will be complied with, without exception.

The Proposer must specify in its proposal any alternatives it wishes to propose for consideration by the County. Each alternative should be sufficiently described and labeled within the proposal and should indicate its possible or actual advantage to the program being offered.

The County reserves the right to offer these alternatives to other proposers.

10. PRICING

Proposals will be either lump sum or unit prices as shown on the proposal sheet. The net price will be delivered to Galveston County, including all freight or shipping charges. The County is tax exempt and no taxes should be included in your proposal.

Cash discount must be shown on proposal, otherwise prices will be considered net. Unless prices and all information requested are complete, proposal may be disregarded and given no consideration.

In case of default by the contractor, the County of Galveston may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of purchase order and the actual cost thereof to the County of Galveston. Prices paid by the County of Galveston shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of the Purchasing Agent and the Commissioners' Court.

11. PROCUREMENT CARD PROGRAM

The County of Galveston participates in a Procurement Card (P-Card) program that allows payments made to the vendor by credit card. This method normally results in substantially faster bill payments sometimes within three (3) to five (5) days of the actual transaction date. If your company will accept payment via credit card (Visa, MasterCard), please notate this in your proposal submittal.

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12. TAX EXEMPTION

Any resultant purchase orders are issued by a political subdivision of the State of Texas which qualifies for exemption from sales, excise and use taxes pursuant to section 151.309 – 151.311, Texas Tax Code. The contractor performing this contract may purchase all materials, and supplies, used or consumed in the performance of this contract by issuing to his supplier an exemption certificate complying with State Comptroller's Ruling #95-9307 in lieu of tax. Any such exemption certificate issued by the Contractor in lieu of tax shall be subject to the provisions of the State Comptroller's ruling #95.05 (effective October 2, 1968) or as hereafter amended. As a general rule, a vendor is not required to pay state sales tax on goods purchased that are totally incorporated into or consumed by the public improvements. Certificates may be issued upon request.

13. PASS THROUGH COST ADJUSTMENTS

Except in instances of extreme extenuating circumstances Vendor prices shall remain firm throughout the Contract period and any renewals. Examples of extreme extenuating circumstances include such situations as a nation wide rail strike, oil shortage or oil embargo.

In extreme extenuating circumstances Vendors may be allowed to temporarily "pass through" additional costs they are forced to incur through no fault of their own. A request for a pass through cost increase will not be considered unless a Vendor's cost for his product exceeds 10% over the original cost for the product. Also, the increase in cost must be nationwide and consistent for a minimum period of sixty (60) days. If a Vendor thinks he will be asking for a pass through cost adjustment during the term of his contract the original cost of his product to him must be stated in Vendor's original Proposal.

A request for a pass through cost does not guarantee that one will be granted. Vendors must submit such information on each request as is required by the County Purchasing Agent. The County Purchasing Agent will review each request on a case by case basis and determine the appropriateness of each request as well as amount and duration of increase. Vendors will not be permitted any additional compensation for mark-ups or profits based on the increase in price. Rather, such additional compensation will be limited to the actual increase in original cost to the Vendor as such increase is reflected by the original cost stated in the proposal. But in no event will the amount of additional compensation exceed 25% increase in Vendor's original cost for his product as such cost is reflected in Vendor's original proposal or the duration exceed a period of sixty (60) days. In addition, should, during the period of the pass through, cost return to normal or decrease to below pre pass through prices, appropriate downward adjustments will be made. No more than one pass through adjustment will be permitted per year.

14. MODIFICATION OF PROPOSALS

A proposer may modify a proposal by letter at any time prior to the submission deadline for receipt of proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by proposer guaranteeing authenticity. Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the Commissioners' Court considering of same.

15. SIGNATURE OF PROPOSALS

Each proposal shall give the complete mailing address of the Proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each proposal shall include the Proposer's Federal Employer Identification Number (FEIN). Failure to sign the Contract page(s) and proposal response sheets may disqualify the proposal from being considered by the County. The person signing on behalf of the Proposer expressly affirms that the person is duly authorized to tender the proposal and to sign the proposal sheets and contract under the terms and conditions of this RFP and to bind the Proposer thereto and further understands that the signing of the contract shall be of no effect until it is properly placed on the Commissioners' Court agenda, approved in open Court, authorized to be executed by the County Judge, and fully executed by both parties.

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16. AWARD OF PROPOSALS – EVALUATION CRITERIA AND FACTORS

The award will be made to the responsible proposer or proposers whose proposals are determined to be the best evaluated offers demonstrating the best ability to fulfill the requirements set forth in this Request for Proposal. **The proposed cost to the County will be considered firm, unless the County invokes its right to request a best and final offer and cannot be altered after the submission deadline.**

Each proposer, by submitting a proposal, agrees that if their proposal is accepted by the Commissioners' Court, such proposer will furnish all items and services upon which prices have been tendered and upon the terms and conditions in this proposal and contract.

The contractor shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from Galveston County. The contractor will perform all services indicated in the proposal in compliance with this contract.

Neither department heads nor elected officials are authorized to sign any binding contracts or agreements prior to being properly placed on the Commissioners' Court agenda and approved in open court. Department heads and other elected officials are not authorized to enter into any type of agreement or contract on behalf of Galveston County. Only the Commissioners' Court, acting as a body, may enter into a contract on behalf of the County. Additionally, department heads and other elected officials are not authorized to agree to any type of supplemental agreements or contracts for goods or services. Supplemental agreements are subject to review by the County Legal Department prior to being signed by the County's authorized representatives.

The County of Galveston reserves the right to accept proposals on individual items listed, or group items, or on the proposal as a whole; to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the County. In addition, the selection process may, however, include a request for additional information or an oral presentation to support the written proposal.

In determining and evaluating the best proposal, the pricing may not necessarily be controlling, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant items. The Commissioners' Court shall be the sole judge in the determination of these matters.

The County reserves the right to reject any or all proposals in whole or in part received by reason of this RFP and may discontinue its efforts under this RFP for any reason or no reason or solely for the County's convenience at any time prior to actual execution of the contract by the County.

A Proposer whose proposal does not meet the mandatory requirements set forth in this RFP may be considered noncompliant.

The invitation to submit a proposal which appears in the newspaper, or other authorized advertising mediums, these general provisions, the specifications which follow, the proposal sheets, and any addenda issued are all considered part of the proposal.

Each Proposer, by submitting a proposal, agrees that if its proposal is accepted by the Commissioners' Court, such Proposer will furnish all items and services upon the terms and conditions in this RFP and contract.

Notice of contract award will be made within ninety (90) days of opening of proposals to the lowest responsive and responsible contractor, whose proposal complies with all the requirements in the Request for Proposals.

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Contractor shall submit to the County, for approval, within ten (10) days from notice of contract award, all Certificates of Insurance evidencing the required coverage as described under Insurance in the schedule of the Requests for Proposals.

The contractor shall not commence work under these terms and conditions of the contract until all applicable Certificates of Insurance, Performance and Payment Bonds, and Irrevocable Letter of Credit (if required) have been approved by the County of Galveston and he/she has received notice to proceed in writing and an executed copy of the contract from the County of Galveston Purchasing Agent.

17. DISPUTE AFTER AWARD/PROTEST

Any actual or prospective Proposer who is allegedly aggrieved in connection with the solicitation of this RFP or award of a contract resulting therefrom may protest. The protest will be submitted in writing to the Purchasing Agent within seven (7) calendar days after such aggrieved person knows of or should have known of the facts giving rise thereto. If the protest is not resolved by mutual agreement, the Purchasing Agent will promptly issue a decision in writing to the protestant. If the protestant wishes to appeal the decision rendered by the Purchasing Agent, such appeal must be made to the Commissioners' Court through the Purchasing Agent. The decision of the Commissioners' Court will be final. The Commissioners' Court need not consider protests until this procedure is followed.

18. PUBLIC INFORMATION ACT

The parties agree that the County is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid. County agrees to provide notice to Proposer in accordance with the Public Information Act in the event the County receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

19. RESULTANT CONTRACT

The resultant contract shall become effective upon the Commissioners' Court execution of the same. The contract documents shall consist of the contract, the general and special provisions, the drawings, proposal package, any addenda issued, and any change orders issued during the work. If applicable to the attached bid/proposal, bidder/proposer must sign three (3) original contracts and return with their bid/proposal submittal.

The Criteria utilized for determining responsibility of proposer(s) includes, but is not limited to, the proposer's experience, skill, ability, business judgment, financial capacity, integrity, honesty, possession of the necessary facilities or equipment, previous performance, reputation, promptness, and any other factor deemed relevant by the County. The proposers shall furnish any information requested by the County in order for the County to determine whether a proposer is responsible.

20. CONTRACT TERM

The term of the resultant contract will begin on the date of execution by the Commissioners' Court and will terminate on the date specified in the resultant contract unless terminated earlier as herein set forth.

21. TERMINATION FOR DEFAULT

Failure of either party in the performance of any of the provisions of this contract shall constitute a breach of contract, in which case, either party may require corrective action within ten (10) days from date of receipt of written notice citing the exact nature of such breach. Failure of the party being notified to take corrective action within the prescribed ten (10) days, or failure to provide written reply of why no breach has occurred, shall constitute a Default of Contract.

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All notices relating to default by Proposer of the provisions of the contract shall be issued by County by its Legal Department, and all replies shall be made in writing to the County Legal Department. Notices issued by or issued to anyone other than the County Legal Department shall be null and void and shall be considered as not having been issued or received.

Galveston County reserves the right to enforce the performance of this contract in any manner prescribed by law in the event of breach or default of this contract, and may contract with another party, with or without solicitation of bids or proposals or further negotiations. At a minimum, Proposer shall be required to pay any difference in service or materials, should it become necessary to contract with another source, plus reasonable administrative costs and attorney fees.

In the event of Termination for Default, Galveston County, its agents or representatives shall not be liable for loss of any profits anticipated to be made by Proposer.

No waiver by either party of any event of default under this agreement shall operate as a waiver of any subsequent default under the terms of this agreement.

County reserves the right to terminate this contract immediately in the event Proposer:

- Fails to meet delivery or completion schedules;
- Fails to otherwise perform in accordance with the accepted proposal and the contract

22. TERMINATION FOR CONVENIENCE

County may terminate this contract upon at least thirty (30) days prior written notice for its convenience or for any reason deemed by the County to serve the public interest. County may terminate this contract upon thirty (30) days prior written notice for any reason resulting from any governmental law, order, ordinance, regulations, or court order. In no event shall County be liable for loss of any profits anticipated to be made hereunder by Proposer should this contract be terminated early.

23. FORCE MAJEURE

If by reason of Force Majeure either Party shall be rendered unable, wholly or in part, to carry out its responsibilities under this contract by any occurrence by reason of Force Majeure, then the Party unable to carry out its responsibility shall give the other Party notice and full particulars of such Force Majeure in writing within a reasonable time after the occurrence of the event, and such notice shall suspend the Party's responsibility for the continuance of the forced Majeure claimed, but for no longer period.

Force Majeure means acts of God, floods, hurricanes, tropical storms, tornadoes, earthquakes, or other natural disasters, acts of a public enemy, acts of terrorism, sovereign conduct, riots, civil commotion, strikes or lockouts, and other causes that are not occasioned by either Party's conduct which by the exercise of due diligence the Party is unable to overcome and which substantially interferes with operations.

24. ESTIMATED QUANTITIES

Any reference to quantities shown in the Request for Proposals are an estimate only. Since the exact quantities cannot be predetermined, the County reserves the right to adjust quantities as deemed necessary to meet its requirements.

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25. CONTRACTOR INVESTIGATION

Before submitting a proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

26. NO COMMITMENT BY COUNTY OF GALVESTON

This Request for Proposal does not commit the County of Galveston to award any costs or pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

27. BEST AND FINAL OFFERS

In acceptance of proposals, the County of Galveston reserves the right to negotiate further with one or more of the contractors as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interest of the County. This includes solicitation of a Best and Final Offer from one or more of the proposers. If invoked, it allows acceptable proposers the opportunity to amend, change or supplement their original proposal. Proposers may be contacted in writing requesting that they submit their Best and Final offer. Any such Best and Final offer must include discussed and negotiated changes.

28. SINGLE PROPOSAL RESPONSE

If only one proposal is received in response to the Request for Proposals, a detailed cost proposal may be requested of the single contractor. A cost/price analysis and evaluation and/or audit may be performed of the cost proposal in order to determine if the price is fair and reasonable.

29. REJECTION/DISQUALIFICATION OF PROPOSALS

Galveston County reserves the right to reject any or all proposals in whole or in part received by reason of this proposal package and may discontinue its efforts for any reason under this proposal package at any time prior to actual execution of the contract by the County. Proposers may be disqualified and rejection of proposals may be recommended to the Commissioners' Court for any of (but not limited to) the following causes:

- A. Failure to use the proposal form(s) furnished by the County;
- B. Lack of signature by an authorized representative on the proposal form(s);
- C. Failure to properly complete the proposal;
- D. Proposals that do not meet the mandatory requirements;
- E. Evidence of collusion among proposers.

30. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this proposal, a written notice of such revision will be provided to all proposers in the form of addenda. The County is not bound by any oral representations, clarifications, or changes made in the written specifications by the County's employees, unless such clarification or change is provided to proposers in a written addendum from the Purchasing Agent.

The County of Galveston reserves the right to revise or amend the specifications up to the time set for opening of proposals. Such revisions and amendments, if any, shall be announced by amendments to the solicitation. Copies of such amendments shall be furnished to all prospective contractors. Prospective contractors are defined as those contractors listed on the County's Request for Proposal list for this material/service or those who have obtained documents subsequent to the advertisement. If revisions and amendments require changes in quantities or prices proposed, or both, the date set for opening of proposals may be postponed by such number of days as in the opinion of

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the County shall enable contractors to revise their proposals. In any case, the proposal opening shall be at least five working days after the last amendment, and the amendment shall include an announcement of the new date if applicable, for the opening or proposals.

31. PROPOSAL IDEAS AND CONCEPTS

The County reserves to itself the right to adopt or use for its benefit, any concept, plan, or idea contained in any proposal.

32. PROPOSAL DISCLOSURES

The names of those who submitted proposals will not be made public information until after an award is made by Commissioners' Court. No pricing or staffing information will be released. Proposers are requested to withhold all inquiries regarding their proposal or other submissions until after an award is made. No communication is to be had with any County employee, other than the Purchasing Agent, regarding whether a proposal was received. Violations of this provision may result in the rejection of a proposal.

33. WITHDRAWAL OF PROPOSAL

Proposers may request withdrawal of a sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Purchasing Agent in writing. No proposals may be withdrawn for a period of sixty (60) calendar days after opening of the proposals.

34. INDEMNIFICATION

The contractor shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, the County of Galveston, its elected and appointed officials and department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life, property or injury or damage to the person which shall arise from contractor's operations under this contract, its use of County facilities and/or equipment or from any other breach on the part of the contractor, its employees, agents or any person(s) in or about the County's facilities with the expressed or implied consent of the County. Contractor shall pay any judgment with cost which may be obtained against Galveston County resulting from contractor's operations under this contract.

Contractor agrees to indemnify and hold the County harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Contractor shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived. If Contractor fails to do so, then the County reserves the right to pay unpaid bills of which County has written notice direct and withhold from Contractor's unpaid compensation a sum of money reasonably sufficient to liquidate any and all such lawful claims.

35. PROOF OF INSURANCE

Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners' of the State of Texas, with coverage provision insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by successful proposer and providing that the amount by reason of services limits of not less than the following sums:

- A. For damages arising out of bodily injury to or death of one person in any one accident – ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.
- B. For damages arising out of bodily injury to or death of two or more persons in any one accident – THREE HUNDRED THOUSAND AND NO/100 (\$300,000.00) DOLLARS.
- C. For any injury to or destruction of property in any one accident – ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.

GENERAL PROVISIONS
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS

Successful proposer shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the successful proposer. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by successful proposer to the County.

Insurance is to be placed with insurers having a Best rating of no less than A. The Proposer shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days of execution of this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Proposer shall be required to submit annual renewals for the term of this contract prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide Proposer with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the Proposer.

In no event shall the County be liable for any damage to or destruction of any property belonging to the Proposer.

Galveston County shall be listed as the additional insured on policy certificates and shall be notified of any changes to the policy during the contractual period.

36. PATENT AND COPYRIGHT PROTECTION

The Proposer agrees at its sole expense to protect the County from claims involving infringement of patents or copyrights.

37. CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). If so, the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

If Proposer has an employment or other business relationship with an officer of Galveston County or with a family member of an officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

If Proposer has given an officer of Galveston County or a family member of an officer of Galveston County one or more gifts with an aggregate value of more than \$250.00 during the preceding 12-months, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

GENERAL PROVISIONS BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK GALVESTON COUNTY, TEXAS

Again, if Proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (not the Purchasing Agent).

For Proposer's convenience, a blank CIQ Form is enclosed with this proposal. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website – both of these web sites are linked to the Galveston County homepage, at <http://www.co.galveston.tx.us>.

As well, blank CIQ Forms may be obtained by visiting the Texas Ethics Commission website, specifically at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if Proposer is required to file by the requirements of Chapter 176. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code.

If you have questions about compliance with Chapter 176, please consult your own legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.

38. COMPETITIVENESS AND INTEGRITY

To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this proposal to the Galveston County Purchasing Agent, unless otherwise specifically noted.

Do not contact the requesting department. Attempts by offering firms to circumvent this requirement will be viewed negatively and may result in rejection of the offer of the firm found to be in non-compliance.

All questions regarding this Request for Proposal must be submitted in writing to:

Rufus Crowder, CPPB, Purchasing Agent
722 Moody
Fifth Floor
Galveston, Texas 77550
Fax: (409) 621-7987
E-mail: rufus.crowder@co.galveston.tx.us

An authorized person from the submitting firm must sign all proposals. This signature acknowledges that the proposer has read the proposal documents thoroughly before submitting a proposal and will fulfill the obligations in accordance to the terms, conditions, and specifications.

Please carefully review this Request for Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.

39. ENTIRETY OF AGREEMENT AND MODIFICATION

This contract contains the entire agreement between the parties. Any prior agreement, promise, negotiation or representation not expressly set forth in this contract has no force or effect. Any subsequent modification to this contract must be in writing, signed by both parties.

An official representative, employee, or agent of the County does not have the authority to modify or amend this contract except pursuant to specific authority to do so granted by the Galveston County Commissioners' Court.

GENERAL PROVISIONS
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS

40. NON-COLLUSION AFFIDAVIT

The contractor declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the contractor has not directly or indirectly induced or solicited another contractor to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any contractor or anyone else to put in a sham proposal, of that anyone shall refrain from bidding; that the contractor has not in any manner, directly or indirectly, sought by agreement, communications, or conference with anyone to fix the proposal price of the contractor of any other bidder, or to fix any overhead, profit or cost element of the proposal price, or of that of any other contractor, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the contractor has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any cooperation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

No negotiations, decisions, or actions shall be initiated by any company as a result of any result of any verbal discussion with any County employee prior to the opening of responses to this Request for Proposal.

No officer or employee of the County of Galveston, and no other public or elected official, or employee, who may exercise any function or responsibilities in the review or approval of this undertaking shall have any personal or financial interest, direct or indirect, in any contract or negotiation process thereof. The above compliance request will be part of all County of Galveston contracts for this service.

41. SOVEREIGN IMMUNITY

The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this contract.

42. MERGERS, ACQUISITIONS

The Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a proposal is submitted.

If subsequent to the award of any contract resulting from this RFP the Proposer shall merge or be acquired by another firm, the following documents must be submitted to the County.

1. Corporate resolutions prepared by the awarded Proposer and the new entity ratifying acceptance of the original contract, terms, conditions and prices;
2. New Proposer's Federal Identification Number (FEIN); and
3. New Proposer's proposed operating plans.

Moreover, Proposer is required to provide the County with notice of any anticipated merger or acquisition as soon as Proposer has actual knowledge of the anticipated merger or acquisition. The New Proposer's proposed plan of operation must be submitted prior to merger to allow time for submission of such plan to the Commissioners' Court for its approval.

43. DELAYS

The County reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of the County. There shall be no additional costs attributed to these delays should any occur. Proposer agrees it will make no claims for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Proposer attributed to these delays, should any occur. In addition, Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

**GENERAL PROVISIONS
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS**

44. ACCURACY OF DATA

Information and data provided through this RFP are believed to be reasonably accurate.

45. SUBCONTRACTING/ASSIGNMENT

Proposer shall not assign, sell, or otherwise transfer its contract in whole or in part without prior written permission of Commissioners' Court. Such consent, if granted, shall not relieve the Proposer of any of its responsibilities under this contract.

46. INDEPENDENT CONTRACTOR

Proposer expressly acknowledges that it is an independent contractor. Nothing in this agreement is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing County to exercise control or direction over the manner or method by which Proposer or its subcontractors perform in providing the requirements stated in the Request for Proposal.

47. MONITORING PERFORMANCE

The County shall have the unfettered right to monitor and audit the Proposer's work in every respect. In this regard, the Proposer shall provide its full cooperation and insure the cooperation of its employees, agents, assigns, and subcontractors. Further, the Proposer shall make available for inspection and/or copying when requested, original data, records, and accounts relating to the Proposer's work and performance under this contract. In the event any such material is not held by the Proposer in its original form, a true copy shall be provided.

48. PROCUREMENT ETHICS

Galveston County is committed to the highest ethical standards. Therefore, it is a serious breach of the public trust to subvert the public purchasing process by directing purchases to certain favored vendors, or to tamper with the competitive bidding process, whether it's done for kickbacks, friendship or any other reason. Since misuse of the purchasing power of a local government carries criminal penalties, and many such misuses are from a lack of clear guidelines about what constitutes an abuse of office, the Code of Ethics outlined below must be strictly followed.

Galveston County also requires ethical conduct from those who do business with the county.

CODE OF ETHICS – Statement of Purchasing Policy

“Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of the Article, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.”

General Ethical Standards

It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

GENERAL PROVISIONS
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in a procurement when the employee knows that:

- The employee or any member of the employee's immediate family, has a financial interest pertaining to the procurement
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities

It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information

It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

49. NOTICE

All notices or other communications required or permitted under this contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, transmitted by facsimile, or mailed certified mail, return receipt requested with proper postage affixed and addressed to the appropriate party at the following address or such other address as may be given in writing to the parties:

To the County at:

Hon. James Yarbrough, County Judge
722 Moody
Second Floor
Galveston, Texas 77550
Fax: (409) 765-2653

GENERAL PROVISIONS
BACK-FILE CONVERSION SERVICES FOR DISTRICT CLERK
GALVESTON COUNTY, TEXAS

With copies to:

Rufus Crowder, CPPB
Purchasing Agent
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 621-7997

Harvey Bazaman
Director of County Legal
722 Moody, Fifth Floor
Galveston, Texas 77550
Fax: (409) 770-5560



County of Galveston Purchasing Department Vendor Qualification Packet

(rev. 1.2, March 29, 2010)

All interested parties seeking consideration for qualified vendor status with the County of Galveston should complete and return only the following attached forms to:

Galveston County Purchasing Department
722 Moody Avenue, (21st Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

Form PEID: Person /Entity Information Data

Form W-9: Request for Taxpayer Identification Number and Certification

(please note that the included form may not be the latest revised form issued by the Internal Revenue Service. Please check the IRS website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> for the latest revision of this form.)

Form CIQ: Conflict of Interest Questionnaire

(please note that the included form may not be the latest revised form issued by the State of Texas Ethics Commission. Please check the Texas Ethics Commission website at for the latest revision of this form. Please note that Galveston County Purchasing Agent is not responsible for the filing of this form with the Galveston County Clerk per instructions of the State of Texas Ethics Commission).

Certificate(s) of Insurance: **If the person or entity seeking qualified vendor status with the County will be performing work at or on any County owned facility and/or property, Certificate(s) of Insurance are required to be submitted prior to performing any work.**

Insurance requirements are as follows:

Public Liability and Property Damage Insurance:

Successful vendor agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions insuring the public from any loss or damage that may arise to any person or property by reason of services rendered by vendor. Vendor shall at its own expense be required to carry the following minimum insurance coverages:

- For damages arising out of bodily injury to or death of one person in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00);
- For damages arising out of bodily injury to or death of two or more persons in any one occurrence – three hundred thousand and no/100 dollars (\$300,000.00); and
- For injury to or destruction of property in any one occurrence – one hundred thousand and no/100 dollars (\$100,000.00).

This insurance shall be either on an occurrence basis or on a claims made basis. Provided however, that if the coverage is on a claims made basis, then the vendor shall be required to purchase, at the termination of this agreement, tail coverage for the County for the period of the County's relationship with the vendor under this agreement. Such coverage shall be in the amounts set forth in subparagraphs (1), (2), and (3) above.

Worker's Compensation Insurance:

Successful vendor shall also carry in full force Workers' Compensation Insurance policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part time, and emergency employees employed by the vendor. Current insurance certificates certifying that such policies as specified above are in full force and effect shall be furnished by the vendor to the County.

The County of Galveston shall be named as additional insured on policies listed in subparagraphs above and shall be notified of any changes to the policy(ies) during the contractual period.

Insurance is to be placed with insurers having a Best rating of no less than A. The vendor shall furnish the County with certificates of insurance and original endorsements affecting coverage required by these insurance clauses. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The vendor shall be required to submit annual renewals for the term of any contractual agreement, purchase order or term contract, with Galveston County prior to expiration of any policy.

In addition to the remedies stated herein, the County has the right to pursue other remedies permitted by law or in equity.

The County agrees to provide vendor with reasonable and timely notice of any claim, demand, or cause of action made or brought against the County arising out of or related to utilization of the property. Vendor shall have the right to defend any such claim, demand, or cause of action at its sole cost and expense and within its sole and exclusive discretion. The County agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the vendor.

In no event shall the County be liable for any damage to or destruction of any property belonging to the vendor unless specified in writing and agreed upon by both parties.

Procurement Policy - Special Note:

Understand that it is, according to Texas Local Government Code, Section 262.011, Purchasing Agents, subsections (d), (e), and (f), the sole responsibility of the Purchasing Agent to supervise all procurement transactions.

Therefore, be advised that all procurement transactions require proper authorization in the form of a Galveston County purchase order from the Purchasing Agent's office prior to commitment to deliver supplies, materials, equipment, including contracts for repair, service, and maintenance agreements. Any commitments made without proper authorization from the Purchasing Agent's office, pending Commissioners' Court approval, may become the sole responsibility of the individual making the commitment including the obligation of payment.

Code of Ethics - Statement of Purchasing Policy:

Public employment is a public trust. It is the policy of Galveston County to promote and balance the objective of protecting the County's integrity and the objective of facilitating the recruitment and

retention of personnel needed by Galveston County. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public office.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the Galveston County procurement organization.

To achieve the purpose of these instructions, it is essential that those doing business with Galveston County also observe the ethical standards prescribed here.

General Ethical Standards: It shall be a breach of ethics to attempt to realize personal gain through public employment with Galveston County by any conduct inconsistent with the proper discharge of the employee's duties.

It shall be a breach of ethics to attempt to influence any public employee of Galveston County to breach the standards of ethical conduct set forth in this code.

It shall be a breach of ethics for any employee of Galveston County to participate directly or indirectly in procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a financial interest pertaining to the procurement.
- A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement.
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

Gratuities: It shall be a breach of ethics to offer, give or agree to give any employee of Galveston County, or for any employee or former employee of Galveston County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any program requirement or a contract or subcontract, or to any solicitation or proposal therefore pending before this government.

Kickbacks: It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Galveston County, or any person associated therewith, as an inducement for the award of a subcontract or order.

Contract Clause: The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation by Galveston County.

Confidential Information: It shall be a breach of ethics for any employee or former employee of Galveston County to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

Questions/Concerns:

If you have any questions or concerns regarding the information or instructions contained within this packet, please contact any member of the Purchasing Department staff at **(409) 770-5371**.

CONFLICT OF INTEREST DISCLOSURE REPORTING

Proposer may be required under Chapter 176 of the Texas Local Government Code to complete and file a conflict of interest questionnaire (CIQ Form). If so, the completed CIQ Form must be filed with the County Clerk of Galveston County, Texas.

If Proposer has an employment or other business relationship with an officer of Galveston County or with a family member of an officer of Galveston County that results in the officer or family member of the officer receiving taxable income that exceeds \$2,500.00 during the preceding 12-month period, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

If Proposer has given an officer of Galveston County or a family member of an officer of Galveston County one or more gifts with an aggregate value of more than \$250.00 during the preceding 12-months, then Proposer **MUST** complete a CIQ Form and file the original of the CIQ Form with the County Clerk of Galveston County.

The Galveston County Clerk has offices at the following locations:

Galveston County Clerk
Galveston County Justice Center, Suite 2001
600 59th Street
Galveston, Texas 77551

Galveston County Clerk
North County Annex, 1st Floor
174 Calder Road
League City, Texas 77573

Again, if Proposer is required to file a CIQ Form, the original completed form is filed with the Galveston County Clerk (not the Purchasing Agent).

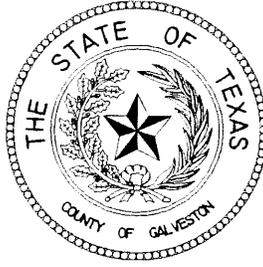
For Proposer's convenience, a blank CIQ Form is enclosed with this proposal. Blank CIQ Forms may also be obtained by visiting the Galveston County Clerk's website and/or the Purchasing Agent's website – both of these web sites are linked to the Galveston County homepage, at <http://www.co.galveston.tx.us>.

As well, blank CIQ Forms may be obtained by visiting the Texas Ethics Commission website, specifically at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm.

Chapter 176 specifies deadlines for the filing of CIQ Forms (both initial filings and updated filings).

It is Proposer's sole responsibility to file a true and complete CIQ Form with the Galveston County Clerk if Proposer is required to file by the requirements of Chapter 176. Proposer is advised that it is an offense to fail to comply with the disclosure reporting requirements dictated under Chapter 176 of the Texas Local Government Code.

If you have questions about compliance with Chapter 176, please consult your own legal counsel. Compliance is the individual responsibility of each person, business, and agent who is subject to Chapter 176 of the Texas Local Government Code.



COUNTY of GALVESTON
Purchasing Department

rev. 1.3, March 29, 2010

FORM PEID:	Request for Person-Entity Identification Data
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Instructions: Please type or print clearly when completing sections 1 thru 4 and return completed form to:

Galveston County Purchasing Agent
722 Moody Avenue (21st. Street), 5th Floor
Galveston, Texas 77550
(409) 770-5371 office
(409) 621-7987 fax

1.

Business Name:			
Attention Line:			

2.

Physical Address:			
City:		State:	Zip+4:

3.

Billing / Remit Address:			
City:		State:	Zip+4

4.

Main Contact Person:			
Main Phone Number:			
Fax Number:			
E-mail Address:			

Areas below are for County use only.

Requested By:	Phone / Ext. #
Department:	Date:

Action Requested - Check One:	IFAS PEID Vendor Number:	
<input type="checkbox"/> Add New	<input type="checkbox"/> Change Data	<input type="checkbox"/> Re-activate
<input type="checkbox"/> Inactivate	<input type="checkbox"/> Employee	<input type="checkbox"/> Attorney
<input type="checkbox"/> Landlord	<input type="checkbox"/> Foster Parent	<input type="checkbox"/> Refund
<input type="checkbox"/> One Time	<input type="checkbox"/> Foster Child	

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date



3. SUPPLEMENTARY PROVISIONS

3.1 GENERAL INFORMATION

3.1.1 Purpose

The Galveston County District Clerk (County) has identified the need to carry out a back-file conversion program of records and documents as part of the implementation of a new case management system and a Countywide Electronic Content Management System (ECMS). The District Clerk seeks the services of a highly qualified document conversion firm (Service Provider) with expert professional and technical imaging service capabilities.

3.1.2 Project Time Frame

The County anticipates final selection of a preferred Service Provider by August 1, 2010.

Key tentative dates include:

June 17, 2010	Release of RFP
June 24, 2010	2 nd Advertisement
July 1, 2010	12:00 noon - Deadline for questions on the RFP
July 8, 2010	Submissions due prior to 10:00 am
July 12, 2010	Announcement of short listed Service Providers
July 19, 2010	Shortlist Interviews
July 28, 2010	Presentation to Commissioners Court
August 1, 2010	Authorization to Proceed

3.1.3 Questions

Questions must be submitted via email only to Mr. Rufus Crowder, Purchasing Agent at rufus.crowder@co.galveston.tx.us.

3.1.4 Submission Instructions

Submit 1 original hardcopy, 1 complete electronic version with all appendices, and nine (9) hard copies to:

Purchasing Department
County of Galveston
722 Moody, 5th Floor
Galveston, TX 77550
Attention: Rufus Crowder, Purchasing Agent

3.1.5 Proposal Due Date

Proposals must be received **prior to 10:00 am** on July 8, 2010.



3.2 BACKGROUND INFORMATION

3.2.1 County of Galveston

The County of Galveston is a public corporation and political subdivision, organized and existing under the constitution and laws of the State of Texas. It was established on May 15, 1838, by an article approved by the President of the Republic of Texas, Sam Houston. It is located on the upper Texas coast of the Gulf of Mexico and comprises a land area of 430 square miles and a population that is approaching 300,000. The land area includes: Galveston Island (the "Island"), thirty-two miles long and situated two miles from the coast; a portion of the nearby mainland; and the Bolivar Peninsula, just northeast of the Island across the entrance to Galveston Bay.

The county seat is the City of Galveston, located on the northern end of the Island and covering slightly more than forty-seven square miles. The county has no legislative, and only restricted administrative and judicial, powers. The Galveston County, Texas, Commissioners' Court is the county's governing body. The Commissioners' Court is elected by county voters for staggered four-year terms and comprises the County Judge (the presiding officer) and four County Commissioners. Each of the four commissioners represents one of the four geographical precincts into which the county is divided.

The County has approximately 1,200 (twelve hundred) employees and provides a full range of services with regard to public safety, health and social welfare, culture and recreation, conservation, and roads, bridges, and rights-of-way.

3.2.2 Galveston County ECMS Program Background

County documents / records are an important resource for its staff, residents and public officials. Documents / records are currently kept in numerous formats including paper, imaged copies, Kodak film reels, on-line computer systems, desktop hard drives, and optical media. County documents can include everything from timesheets, e-mails, correspondence, contracts, drawings, subdivision plans, reports, minutes and blueprints to digital photographs, videotapes, databases and electronic recordings.

An Enterprise Content Management System (ECMS) strategy was developed in 2010 to implement consistent operating principles, processes, procedures and standards for managing documents / records on a Countywide basis. The imaging of existing County hardcopy documents, via a back-file conversion effort, was identified as a key component of the Countywide ECMS strategy. More specific to the District Clerk, a new Case Management System is currently being deployed, which will act as the repository for the scanned images that will result from the award of this solicitation. Therefore, the County is interested in retaining the services of a highly qualified document conversion Service Provider to assist in this effort, as part of the successful execution of the Odyssey Case Management System implementation.

While the County has an enterprise strategy for the deployment of the ECMS, the work identified in this document reflects the unique back-file conversion requirements of the District Clerk, specifically:



1. Documents / Records related to Civil, Criminal, and Family Law case records.
2. A taxonomy for District Clerk records specifically designed to seamlessly integrate with the new Odyssey Case Management System.
3. The back-file conversion of documents / records that may be active during the back-file conversion process.

3.3 GENERAL REQUIREMENTS

The objective of this Request for Proposal (RFP) is to procure back-file conversion services for the Galveston County District Clerk, the first of numerous County Departments that will require back-file conversion services as part of an enterprise ECMS deployment. This will allow scanned documents to become readily available to multiple users in the District Clerk's new Odyssey Case Management System initially. (In a subsequent phase, **not covered in this RFP**, District Clerk administrative documents / records will be stored in a Countywide ECMS.)

Additionally, scanned District Clerk documents will provide a permanent and more secure storage media should there be a loss due to day to day handling of the files or in the event of a disaster.

3.4 SCOPE OF WORK

The following provides an overview of the proposed Scope of Work.

3.4.1 Project Management

The Service Provider shall designate a Project Manager who will be the Service Provider's primary contact for all Project activities. The County will also designate a County Project Manager who will be the County primary contact. The Project shall be managed per a Project Plan developed and maintained by the back-file conversion Service Provider. A detailed Project Plan shall be submitted with the Proposal in Microsoft Project format including timeline, tasks, key milestones and deliverables.

3.4.1.1 Progress Reports

Throughout the back-file conversion process, the Service Provider shall prepare and submit weekly or bi-weekly written reports to the County Project Manager (as agreed to by the County). The weekly reports shall:

- Update the Project Plan indicating progress for current tasks;
- Identify and report the status of all tasks that have fallen behind schedule, the reason and resolution period;
- Identify and summarize all risks and problems identified by the Service Provider that may affect the Project;
- For each risk and problem, identify the action and person(s) responsible for mitigating the risk and resolving the problem;
- For each risk and problem identified, state the impact on the Project Plan;



- Identify all changes in the Project Plan that affect personnel, equipment, facilities and resources of the County which will be required for the Service Provider to perform the Services two (2) weeks in advance of the need.

3.4.2 Service Provider Responsibilities / Scope of Work

The following is a list of responsibilities the County expects the Service Provider to accept as part of the Services. The Service Provider's proposed solution may supplement this list. At a minimum, the Service Provider shall be responsible for the following tasks:

3.4.2.1 Prepare and execute a Quality Plan.

In accordance with a written plan, the Service Provider shall perform quality control on each scanned page to verify readability, de-skew, de-speckle, and preparation defects, and will rescan as necessary to correct all issues.

3.4.2.2 Prepare and execute a Security Plan.

County files may contain confidential information and sensitive data protected by law (e.g. HIPAA). The Service Provider shall propose a Security Plan that ensures the security of the files and the data contained therein throughout the project workflow.

3.4.2.3 Supply boxes and document separator sheets to the County.

3.4.2.4 Cooperative end-to-end pilot testing of the complete back-file scan process in cooperation with the County. Prepare and submit a proposed solution Test Plan with your proposal.

3.4.2.5 Pickup and secure transport of documents to the scanning site.

3.4.2.6 Prepare documents for scanning. Document preparation shall include the following:

- Receipt of document files from County staff;
- Maintaining integrity and chain of custody of document files throughout the vendor process;
- Establishing and documenting specific procedures for handling County document files that:
 - minimize the risk for an original document to be misfiled, misplaced, damaged or lost; and
 - assures all documents presented for scanning are imaged, indexed and stored in the deliverable image library.
- Removing documents from storage container (e.g., file box, file drawer, file folder or film container);
- Preparing paper documents for scanning by:
 - making no changes to original records and documents;
 - removing staples, paper clips or other extraneous items;
 - unfolding, smoothing or other actions to make document ready for scanning;
 - using clear plastic sheaths for small, odd-sized or delicate documents to protect original and produce useable image;
 - evaluating condition and quality of original paper document and determining the scan method to produce the best image;



- coordinating any other changes or actions for the paper documents with County officials.
- Preparing filmed documents for scanning by:
 - insuring no damage to original documents on film reels;
 - loading film reels on devices to retrieve filmed documents;
 - evaluating condition and quality of original filmed document and determining the scan method to produce the best image;
 - coordinating any other actions for the filmed documents with County officials.

3.4.2.7 Scan, index, Quality Control, and re-box documents. The vendor shall provide on-site equipment and services to prepare and scan designated documents (paper files or film reels), create specified Indices for the documents and produce an image library of scanned documents for use by the County, as follow:

- Documents shall be scanned and indexed by one or more of the following:
 - Using the taxonomy provided by the County, and attached to this RFP;
 - Using information on the document itself, its file folder or film reel, an associated bar code or other source provided by the County;
 - Extracting data from fields / areas in the document (this may be done manually or by machine means (e.g. Optical Character Recognition).
- Affixing index information to scanned image file and, as a cross reference, to the original document or a listing of original documents (use of Bar Codes is desired);
- Scanning original document (paper or film) to digital Image, TIFF Group 6 and rendered to a PDF format or compatibility with Tyler Technologies' Odyssey application system);
- QA/QC process by comparing scanned image for legibility, completeness and quality;
- Making adjustments and re-scanning if necessary to produce a complete and legible image;
- Documenting and calling to the attention of County staff any discrepancies between the original document and the scanned image;
- Saving the imaged document with appropriate index and catalog information in a image library for delivery to the County;
- Returning the original document (paper or film) to its original storage condition (file folder, file box, film container, et al.) or as otherwise directed by the County;
- Production of an Image Library shall include the following:
 - Using cataloged index information to generate library listings for County review;
 - Organizing the scanned images into cohesive groups (sub-libraries) as directed by the County;
 - Copying the Library of imaged documents to the prescribed media (CD, DVD or other digital storage media) for delivery to the County.

3.4.2.8 Deliver scanned document electronic files to the County. Bulk load scanned documents into the District Clerk's Odyssey Case Management System (Tyler Technologies).



3.4.2.9 Deliver re-boxed documents to the County in the exact same order and condition in which they were provided by the County.

3.4.2.10 Document Retention.

The Service Provider must retain a copy of all images and data for six months after Contract termination or expiration. In the event of disaster or data loss at the County, on request, the Service Provider shall transmit a copy of the missing images to the County.

3.4.2.11 Ensure the destruction of the copies of County documents at the end of the six month Service Provider retention period. A destruction certificate or letter listing all destroyed documents shall be provided by the Service Provider to the County.

3.4.3 County Responsibilities

Following is a list of responsibilities the County expects to accept as part of the back-file conversion services. The Service Provider's proposed solution may identify additional responsibilities to supplement this list for the consideration of the County. The County shall be responsible for the following tasks:

3.4.3.1 Review and approval of the Service Provider Project Plan, Quality Plan, and Security Plan.

3.4.3.2 Supply electronic index file scheme (Taxonomy) for all documents / records to be scanned.

3.4.3.3 Initial checking and pre-preparation of hardcopy files, insertion of document separator sheets, and boxing files for transport.

3.4.3.4 Cooperative end-to-end pilot testing of the complete back-file scan process in cooperation with the Service Provider.

3.4.3.5 Quality assurance spot checking of scanned document files and re-boxed paper documents to verify that Service Provider procedures have been followed properly.

3.4.4 Project Workflow

The Service Provider shall propose a project workflow following the general guidelines shown below, with modifications based on the Service Provider's prior experience and best practices.

3.4.4.1 The Service Provider and the County will collaborate to finalize project, security, and quality plans, and data file formats.

3.4.4.2 The County will deliver to the Service Provider an electronic MS Excel file containing the taxonomy information for all documents / records to be converted.

3.4.4.3 The Service Provider will deliver to the County bar coded document separator sheets to be inserted into the files. The number and use of the separator sheets will be



determined based on the department and document types to be scanned.

- 3.4.4.4 The County and the Service Provider will perform an end-to-end test of the document pre-preparation, boxing, transport, scanning, delivery, and file loading on a small sample of documents.
- 3.4.4.5 Based on a successful test, execution of the back-file conversion project will be carried out per the schedule documented in the Project Plan.

3.4.5 Definition of Batch

For practical purposes a batch shall be considered a unit of work, typically a full box. Each batch will include multiple document files. A batch will enable the County to ensure accountability, performance measures, and referencing in maintaining the integrity of its property. All documents in each batch must be returned as a unit, with identification of the BatchID prominently marked.

3.4.6 Turnaround Criteria

The County expects to have a turnaround time of two (2) to three (3) working days (unless otherwise specified and agreed to by the County) from the time the files are picked up by the Service Provider until the time the boxed files are returned and the electronic files are delivered to the County. The County shall have the ability to request work prioritization based on operational needs. This may include the scanning of a specific batch or file. The Service Provider shall also propose a procedure for returning a file to the County rapidly in the event of an emergency.

3.4.7 Reporting

Upon each delivery of returned documents, the Service Provider shall provide a cumulative report indicating all box numbers returned, the date of return, and the boxes and documents contained on every batch. The Service Provider shall provide this report in an Excel spreadsheet and printed copy. The Service Provider shall include a sample report with the proposal along with a copy of any shipping or other inventory control documents to be used.

3.4.8 Quality Control

In accordance with a written plan, the Service Provider shall perform quality control on each scanned page to verify readability, de-skew, de-speckle, and preparation defects, and will rescan as necessary to correct all issues. The Service Provider shall submit the quality control plan with its proposal. The plan shall specify the level of checking performed, the pass/fail criteria, and the defect correction process.

3.4.9 Quality Assurance

The County will perform spot checks on each batch. In the event that there are unreadable or damaged images (fuzzy, unclear, wrong orientation, miss scanned, miss indexed) the Service Provider shall incur the cost of reprocessing, and deliver the reprocessed documents within



five (5) working days of notification by email.

3.4.10 Format of Batch Identification (BatchID)

The Service Provider shall identify each batch with a unique number. The numbering scheme shall provide proper identification of the batch during processing by the Service Provider and upon return to the County.

Example of a completed BatchID: DC-VEND-yyyymmddbbb

1. DC: Department identification, DC (for District Clerk)
2. VEND: Service Provider identification, County's Service provider code
3. yyyymmddbbb: Batch Serial Number, a unique number identifying the batch composed of the batch date and a 3 digit serial number

3.4.11 Labeling

The Service Provider shall label each box on the top and on at least two adjacent sides with the BatchID, appended with a two-digit sequence number of the box within the batch (example: DC-VEND-yyyymmddbbb-nn). If there is only one box in the batch, the number will be 01. The labeling shall be in characters at least one (1") inch high.

3.4.12 Electronic File Delivery

The Service Provider shall deliver the electronic files in one of two methods, as mutually agreed upon by the County and Service Provider.

1. On CD ROM, with the contents of the CD ROM noted using the labeling standard identified in subsection 4.11 above.
2. The Service Provider shall transmit the electronic file library on a CD / DVD as a set of image files plus a batch file. The image files shall be in multi-page Tiff and PDF formats. The batch file shall be a standard ASCII text file that contains the necessary index and metadata as required to be imported into the Odyssey System.
3. The Service Provider shall "bulk load" the electronic file library in the Odyssey Case Management System, which adheres to the following standards.

Technical notes on the Odyssey Case Management System:

- Supports TIFF 6.0 file format;
- Supports different compression types: 09sp2; CCITT T.4 compression for 1 bit (black and white) images; and PackedBits compression for anything higher (grayscale and color);
- Odyssey 11 Release imaging tools change the compression on 1 bit images to CCITT T.6, and images higher than one bit use an LZW compression algorithm, which reduce the space required to store the files.



3.4.13 Indexing

All scanned documents shall be indexed in accordance with the Data Fields Table included in Exhibit B - District Clerk: Civil, Criminal & Family Records Taxonomy (March 31, 2010), which is provided as part of this document. The District Clerk taxonomy is designed to seamlessly integrate with the new Odyssey Case Management System. Necessary index values will be bar-coded onto document separator sheets from which they can be read by the scanner.

3.4.14 Company Personnel Removal, Replacement or Promotion

The County will have the right to require the removal and replacement of Key Personnel, or any personnel, of the Service Provider (or the Service Provider's subcontractors) who are assigned to provide services to the County. As used in the Agreement, the term "Key Personnel" shall mean the Service Provider's Project Manager and any other personnel of the Service Provider or its subcontractors fulfilling a key role in the Project, whom the County designates to the Service Provider as "Key Personnel."

Unless approved by the County in writing, the Service Provider will not: (i) remove the Service Provider's Key Personnel from the Project or permit its subcontractors to remove Key Personnel from the Project; or (ii) materially reduce the involvement of the Service Provider's Key Personnel in the Project or allow its subcontractors to materially reduce the involvement of Key Personnel in the Project. The Service Provider will replace any personnel who leave the Project with equivalently qualified persons. Such replacement will occur within thirty (30) days after the Service Provider first learns that an individual will be leaving the Project. All replacement personnel must be approved by the County in writing, and the County shall have the right to interview and approve all replacement personnel proposed by the Service Provider for positions on the Project.

3.5 REQUIRED PROPOSAL SUBMISSION CONTENTS

Each Service Provider is expected to fully respond to each of the following proposal sections and submit responses in the same order. Additional supporting documentation is to be included as appendices to the submission and must be as concise as possible.

3.5.1 Letter of Transmittal

This letter will summarize, in a brief and concise manner, the Service Provider's understanding of the requested services, the vendor's qualifications, proposed approach, and the commitment to perform the project in a timely manner. Include a statement noting that the Proposal is good for a period of 90 days, as provided in the County's General Provisions Section, in addition to the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and the name of the person authorized to bind the Service Provider to an agreement with the County.



3.5.2 Table of Contents

Include a clear identification of the proposal by section and page number.

3.5.3 Executive Summary

The Service Provider will provide an executive summary that presents in brief, concise terms a summary level description of the contents of the proposal. In addition, the Service Provider must clearly and specifically detail all exceptions to the requirements of this RFP.

3.5.4 Section 1: Company Background

The Service Provider will provide a profile of its organization. At a minimum the Service Provider will provide the following information:

- Company background: business organization, year the firm was established, locations, number of employees, and the number of employees focused on this type of engagement;
- Products and services provided;
- Financial Stability: a statement on the financial position of the Service Provider, a financial reference or annual financial report.

3.5.5 Section 2: Firm's Document Conversion Qualifications

The Service Provider shall include qualifications and experience of the firm and the proposed conversion team. The Service Provider must provide a description of capabilities related to enterprise back-file conversion projects of a similar size, i.e., 10,000,000+ (10 million) pages, complexity and business organization. Provide resumes of the proposed Project Manager and Key Project staff who will be assigned to this project.

3.5.6 Section 3: Similar Document Conversion Projects

The Service Provider shall provide a minimum of **five (5) similar projects** performed for clients of a similar size, complexity and business, preferably in the public sector. The Service Provider will provide the following information for each similar project:

- Client Name;
- Size of the Organization;
- Brief Project Description: Project Scope of Work, number of departments, number of documents converted, project cost, date and duration of the project.

3.5.7 Section 4: Client References

The Service Provider shall provide a minimum of **five (5) client references** for similar work performed for clients of a similar size, complexity and business. The Service Provider will provide the following information about client references: client name, project name and client project manager contact information (mailing address, phone number and email address).

The Service Provider shall provide information regarding past, ongoing or pending litigation with clients and/or regulatory agencies. Please provide this information for the last five (5) years.



3.5.8 Section 5: Approach to the Project

This portion of the proposal will explain the approach to the project based on the scope of work, as understood by the Service Provider, including innovative ideas / approaches; cost saving ideas / methods; and any other information the Service Provider may deem advantageous to demonstrate understanding and approach to the work. The Service Provider Proposal will, at a minimum, provide the following information:

- Project Organization: Service Provider roles & responsibilities (including subconsultants if applicable), staffing plan; and the roles / responsibilities of the County;
- Technical Approach:
 - Conversion Process;
 - QA / QC Process;
 - Bulk Loading scanned documents into the Odyssey Case Management System.
- Project Management Approach: including project planning and management approach;
- Assumptions related to the proposal, such as use of County office space.

3.5.9 Section 6: Scope of Work & Deliverables

The Service Provider Proposal shall provide a detailed description of the proposed work plan to be followed during the course of the project including: Phase, Task, Subtask and Deliverables for all activities required to execute the Scope of Work. The Service Provider will describe the following project activities, and any other tasks deemed necessary for the successful execution of the proposed work:

- Project Initiation:
 - Detailed Project Plan and MS Project Schedule;
 - Quality Plan;
 - Security Plan;
 - Project Kick-off Meeting.
- Conversion;
- QA/QC;
- Bulk Loading;
- Testing;
- Acceptance.

Project assumptions made by the Service Provider should also be noted for each Phase, Task and Subtask, as appropriate.

3.5.10 Section 7: Project Schedule

The Service Provider Proposal shall provide an overview of the proposed Project Schedule via a MS Project Schedule. The Project Schedule will indicate all tasks, subtasks, key milestones and deliverables. The detailed Gantt chart should identify task durations; start and completion dates; and tasks where County staff is required to support the task. Project schedule assumptions made by Service Provider should also be noted.



3.5.11 Section 8: Cost Proposal

The Service Provider shall provide a detailed cost breakdown, showing the total cost to the County for the performance of all services, expenses, materials and deliverables, to be used for completion of this project. The Service Provider shall provide pricing information for this project, including:

- A breakdown of costs by project task, deliverables, or other appropriate measures;
- A price list of unit conversion rates to be charged per each document size and media, in addition to document preparation costs. **Service Providers shall assume that the conversion work will be done onsite at the District Clerk's Office;**
- A unit cost for pulling files from a batch being converted in the event it is required by the District Clerk or Justice Center.
- A list of hourly rates to be charged per each staff person that will be assigned to the project;
- An estimate of Direct Cost and/or Travel Expenses (if applicable);
- A description of cost assumptions used in the preparation of the Proposal.

The County and the selected Service Provider shall negotiate the final cost, based on Scope of Work finalized in contract negotiations.

3.5.12 Section 9: Conversion Vendor Standard Services Agreement

The Service Provider will submit a copy of their standard back-file conversion services agreement as part of the proposal submittal.

3.6 EVALUATION CRITERIA

The evaluation of the proposals, and the construction of a recommendation of how to proceed with any contract award, will be performed by the County's Project Manager and an Evaluation Committee composed of technical and managerial personnel; which may involve further discussions with Service Provider's to clarify items contained within written proposals. The evaluation criteria to be used for comparing and ranking proposals submitted under this RFP will include the following:

- Compliance with RFP Specifications;
- Service Provider Back-file Conversion Qualifications;
- Service Provider Customer References;
- Overall Price & Best Value.

3.6.1 Compliance with RFP Specifications

The Evaluation Committee will rate the completeness and responsiveness of the written proposal, specifically *Section 5. REQUIRED PROPOSAL SUBMISSION CONTENTS*.



3.6.2 Service Provider Back-file Conversion Qualifications

The Evaluation Committee will rate the demonstrated back-file conversion capabilities of Service Providers with regards to:

- Experience and success on past projects of similar scale and complexity, successful imaging of large volumes of hardcopy documents / records, i.e., more than 10,000,000 (10 million) documents, as validated by customer references;
- Previous experience working with diverse government agencies and specifically County District Clerks, as validated by customer references;
- The proven ability to carry out large conversion projects at the client's site;
- Previous experience in scanning and bulk loading scanned documents directly into enterprise systems, i.e., case management systems.

3.6.3 Service Provider Customer References

The Evaluation Committee will contact the Service Provider References provided in Section 4 of the Service Provider's response. The input provided by the Service Provider's client references (and Service Provider's Subconsultants, if applicable) will be considered in the overall evaluation.

3.6.4 Overall Price & Best Value

The proposals will be evaluated on their economic and technical merit and value to the County (e.g., in terms of price, quality and technical support services). Cost will be a very important consideration; however, the final selection will be based on an overall best value to the County.

3.6.5 Evaluation Criteria Matrix

The following evaluation matrix will be used to evaluate Service provide proposals:

1.	Compliance with RFP Specifications.....	20 pts.
2.	Service Provider Back-file Conversion Qualifications	25 pts.
2.1	Scanning more than 10,000,000 documents	
2.2	Working with government customers, preferably Counties / District Clerks	
2.3	Experience carrying out large conversion projects at client's site	
2.4	Experience scanning / bulk loading documents into enterprise systems	
3.	Service Provider Customer References	25 pts.
4.	Overall Price & Best Value	30 pts.

TOTAL SCORE **100 pts.**

If required, at the discretion of the County, interviews will be held with Service Providers.



APPENDIX A: BACK-FILE CONVERSION INFORMATION

District Clerk

The back-file conversion work will entail documents produced and/or processed by three District Clerk business functions: Civil Case Records, Criminal Case Records and Family Law Records.

Paper Document Specifications:

- Documents are typically black print on white background letter (8 ½ by 11 inches) or legal (8 ½. by 14 inches) in size;
- Other print colors, background colors and document sizes are also included to be scanned;
- Documents may include signatures and seals (foil or imprint) on them that must be included in the scanned image;
- Documents may be single sheet or multiple-sheets with clips, staples or other binding devices;
- Documents may be flat or folded in various ways due to handling and storage;
- Documents may be in envelopes, file folders, binders, file boxes and/or file cabinets;
- Documents may have holes for file folders or binders or tractor-fed printers or other purposes;
- Documents to be scanned cover approximately six years of operation and may exhibit conditions associated with age (e.g., faded, fragile) that require special handling.

Filmed Document Specifications:

- Document images are on Kodak film reels;
- Film Reel Maximum Capacity is 5,000 frames (imaged documents);
- Typically, Film Reels have Duplex Configuration that allows 2,500 frame images (each image is followed by a blank frame) per reel;
- Each image on a film reel has a recording reference on the far right side consisting of numerical characters in a vertical alignment;
- Film reels are in categories Public and Non-Public.



The following list provides an approximate document count, based on document size and media type.

Table 1: Back-file Conversion Document Counts

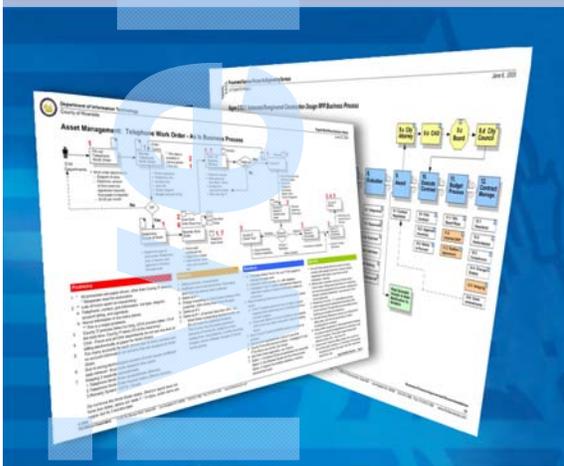
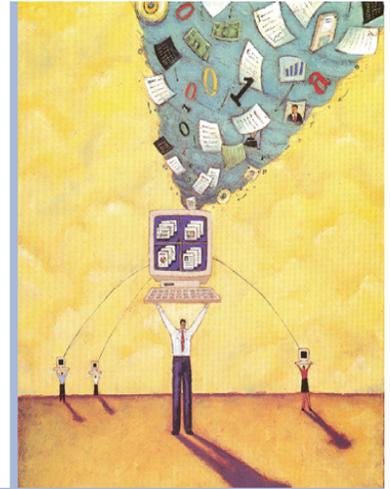
	Document Size / Media	Document Count
1.	A size (8.5"x11") or Legal paper: Estimated number of documents (from 2003 through 2010) to scan are:	7,455,000
2.	B size (11"x17") paper	NA
3.	C size (17"x22") paper	NA
4.	D size (22"x34") paper	NA
5.	E size (34"x44") paper	NA
6.	Eng. 20"x30" presentation board	NA
7.	Eng. 24"x36" Mylar	NA
8.	Microfilm: Estimated number of images (from 2002 through 2008). <i>Provide a price for this as an optional task.</i>	1,600,000
9.1	Microfiche: 16mm	NA
9.2	Microfiche: 35 mm	NA
10.	Other non-standard size formats:	
10.1	- Photographs (note size)	NA
10.2	- Mics. Graphics (note size)	NA
11.	Migration of Existing TIFF Images	NA



APPENDIX B: DISTRICT CLERK: CIVIL, CRIMINAL & FAMILY RECORDS TAXONOMY

The following document provides the taxonomy for the District Clerk's documents / records. The taxonomy was developed by District Clerk Stakeholders; the document classes, document types and index values parallel the metadata used in the Odyssey Case Management.

Deliverable



Galveston County Enterprise Document Management Solution

District Clerk: Civil, Criminal & Family Records
Taxonomy

March 31, 2010



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Section 1

Enterprise Content Management System Taxonomy

1.1 Introduction

This document represents the outcome of the classification and indexing tasks for the District Clerk's Taxonomy Project. This document is the result of workshops held with subject matter experts / stakeholders, and will be leveraged in several ways:

1. To carry out the backfile conversion effort, in the preparation, packaging, scanning and indexing of scanned documents and records;
2. As a comprehensive document / record indexing system to ensure enterprise application integration between the new Odyssey Case Management System currently being deployed;
3. Although not part of this project, the taxonomy can be used as the foundation for updating the County's / District Clerks Records Retention Schedule.



This document represents a combination of data collected in the Indexing and Classification workshops with District Clerk management and staff. A classification / indexing session was held on March 10, 2010 to produce the Index Values for all documents created by the Civil, Criminal and Family functions of the District Clerk.



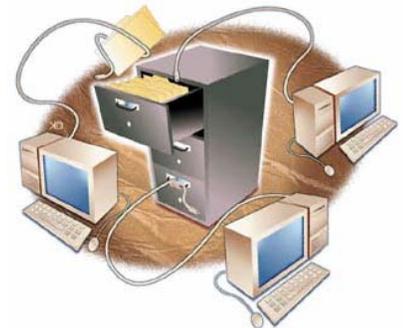
It bears noting that the resulting document types, classification and indexing schema (collectively referred to as the “taxonomy” hereafter), was designed with the database structure of the new case management system currently being deployed in the District Clerk’s Office.

The following District Clerk staff and management participated in the development of the taxonomy:

1. Latonia Wilson District Clerk
2. Valerie Millican Supervisor / Co-lead Imaging
3. Charlotte Nichols Supervisor / Data
4. Pamela Fearington Supervisor
5. Andrea Hudson Family Division
6. W. Clyde Lemon Director Government Relations

1.1.1 Purpose of this Document

This document is organized by business function, i.e., Civil, Criminal and Family Law functions and corresponding document types, for easy reference. The Indexing schema for each type of document type is provided, establishing the key document classification and index values by which documents can be scanned and indexed.



This document has multiple purposes:

- Act as a tool for backfile conversion vendors to expedite the backfile conversion of District Clerk documents / records;
- Provide a specification by which the Odyssey Case management System and the new ECMS can be interfaced;
- Provide a standard for end users who will use the Odyssey system store and access District Clerk documents / records;
- Provide a standard for the configuration and deployment of the future ECMS.

District Clerk stakeholders defined a taxonomy that is familiar, friendly and intuitive to their business unit, documents, and business processes, which will facilitate the easy and quick retrieval of documents.

The taxonomy provided here is a living document; it will require ongoing review and updating by appropriate stakeholders as new documents are introduced into the District Clerk’s business processes or mandated by external state or federal revisions in case law.



1.2 Taxonomy Business Rules

The following fundamental business rules were articulated to provide a framework for developing the taxonomy for District Clerk documents and records.

1. The function of a document does not matter, or dictate, the taxonomy of a document / record, particularly since one document / record may be used in various business functions in a number of different ways.
2. The taxonomy of a document / record should be based on filing a document, metaphorically speaking, i.e., by the easiest, most familiar and intuitive means of locating it. The taxonomy developed and presented in this document adopted the concept of the Enterprise Content Management System (ECMS) working as an electronic filing cabinet.
3. The taxonomy of a document / records will use, at a minimum, two key metadata to search for a document:
 - Cause Number
 - Document Type
4. Other index values will be used as appropriate.
5. In general, the taxonomy is designed to work in concert with the database structure of the new case management system currently being deployed in the District Clerk's Office.





1.3 Document Types & Index Values

While the District Clerk’s taxonomy addresses Civil, Criminal and Family functions; Administrative documents are not included in this document.

1.3.1 Civil Case Documents / Records

1.3.1.1 Civil Document Types

The figure below provides a list of the nineteen (19) Civil document types identified by staff and management.

Figure 1.3.1.1: Civil Document Types

	Document Types (Record Series)
1.	Affidavits
2.	Agreements
3.	Answers
4.	Bonds
5.	Certificates
6.	Correspondence
7.	Discovery
8.	Exhibits
9.	Financial
10.	Forms
11.	Hearing Notices
12.	Motions
13.	Notices
14.	Objections
15.	Orders
16.	Petitions
17.	Reports
18.	Responses
19.	Services



1.3.1.2 Civil Document Index Values

The following figure provides a **compiled** list of the seven (7) Civil document index values identified by staff. It bears noting that the majority of document types only have **three (3) index values**; the first three are the index values most commonly used.

The figure below represents all index values that will be used in the backfile conversion for Civil document types.



Figure 1.3.1.2: Civil Document Index Values

	Index Values
1.	Cause No.
2.	Style
3.	Date Filed
4.	Account Name
5.	Author
6.	Date
7.	Subject



1.3.2 Criminal Case Documents / Records

1.3.2.1 Criminal Document Types

The figure below provides a list of the eighteen (18) Civil document types identified by staff and management.

Figure 1.3.2.1: Criminal Document Types

	Document Types (Record Series)
1.	Affidavits
2.	Agreements
3.	Answer
4.	Bonds
5.	Certificates
6.	Correspondence
7.	Discovery
8.	Exhibits
9.	Financial
10.	Forms
11.	Hearing Notices
12.	Motions
13.	Notices
14.	Objections
15.	Orders
16.	Petitions
17.	Reports
18.	Services



1.3.2.2 Criminal Document Index Values

The following figure provides a **compiled** list of the three (3) Criminal document index values identified by staff. It bears noting that all of the Criminal document types have **three (3) index values**, as shown below.

The figure below represents all index values that will be used in the backfile conversion for Criminal document types.



Figure 1.3.2.2: Criminal Document Index Values

	Index Values
1.	Cause No.
2.	Style
3.	Date Filed



1.3.3 Family Law Case Documents / Records

1.3.3.1 Family Document Types

The figure below provides a list of the nineteen (19) Family document types identified by staff and management.

Figure 1.3.3.1: Family Document Types

	Document Types (Record Series)
1.	Affidavits
2.	Agreements
3.	Answers
4.	Bonds
5.	Certificates
6.	Correspondence
7.	Discovery
8.	Exhibits
9.	Financial
10.	Forms
11.	Hearing Notices
12.	Motions
13.	Notices
14.	Objections
15.	Orders
16.	Petitions
17.	Reports
18.	Responses
19.	Services



1.3.2.2 Family Document Index Values

The following figure provides a **compiled** list of the eight (8) Family document index values identified by staff. It bears noting that the vast majority of the Family document types have the first **three (3) index values** shown below.

The figure below represents all index values that will be used in the backfile conversion for Criminal document types.

Figure 1.3.2.2: Family Document Index Values

	Index Values
1.	Cause No.
2.	Style
3.	Date Filed
4.	Account Name
5.	Party
6.	Date
7.	Author
8.	Subject





1.4. District Clerk Taxonomy

1.4.1 Taxonomy Format

The following figure provides the header for the District Clerk’s documents and records with a brief description of each column below the figure.

Figure 1.4.1: Taxonomy Spreadsheet Header

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
Civil	Affidavit										
	Affidavit		Citation	No.	Style	Filed		Y	H	Y	N

Process / Activity

There are three business processes or activities in the District Clerk’s Office

- Civil Documents / Records
- Criminal Documents / Records
- Family Documents / Records

Document Classification:

Document Type (Record Series)

This denotes the highest level of document types; also commonly referred to as Records Series, i.e., there are a maximum number of nineteen (19) types, i.e., Affidavits, Agreements, Answers, and so on.

Document Sub-Type

This refers to instances where a Record Series has sub-categories, although it is infrequent in the taxonomy.

Document Class

This denotes subcategories of Document Types, i.e., documents associates with Affidavits.

Index Values

Index 1, 2, 3 and 4

Index values are attributes that will be used as search parameters to easily and quickly locate documents stored in the Odyssey Case Management System. The vast majority (approximately 99%) of all documents use the same three (3) index values.



Figure 1.4.1: Taxonomy Spreadsheet Header: continued

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
Civil	Affidavit										
	Affidavit		Citation	No.	Style	Filed		Y	H	Y	N

Backfile Conversion Data

- Media Denotes whether the document / records is paper (H), microfilm (M) or Microfiche (F).
- Scan (Y/N) Demotes whether a document type will be part of the backfile conversion program.
- Confidential? (Y.N) Denotes whether a document will be tagged as a confidential document in the Odyssey System; **this is not for the backfile conversion vendor, except perhaps, to handle the information as sensitive information.** (This will be the case for most of the documents will process in any event.)
- Owner? This is a general attribute used for internal County purposes in developing the taxonomy, i.e., only owners should determine classification / indexing values for documents – not consumers of those documents.

The following pages provide the detailed taxonomy for the three business functions addressed in this document.



Section 2

Civil Case Records Taxonomy

2.1 Civil Case Taxonomy

The following pages contain MS Excel spreadsheets of the Civil Case document / records taxonomy.

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
CIVIL	Affidavit										
	Affidavit		Affidavit Citation Posting	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Citation Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Controvert	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Alternative Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Lost Citation	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Medical Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Non Military	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Indigence	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Judgment Credit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Status	Cause No.	Style	Date Filed		Y	H	Y	Y
	Affidavit		Affidavit of Waiver of Interest	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit on Filing foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Writ of Garnishment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath of Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath of Special Commissioners	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Stipulation of Facts	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Certified Mail	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Citation	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Right to Request De Nova Hearing - Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Inability	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Business Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Lost Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Relinquishment	Cause No.	Style	Date Filed		Y	H	Y	Y
	Affidavit		Affidavit in Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Attorney's Fees	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Affidavit		Affidavit in Support of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Facts	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Amended Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Record Search Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement										
	Agreement		Amended Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Amended Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Release Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Revised Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Settlement Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Agreement of Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Payment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer										
	Answer		Answer 3rd Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Writ of Garnishment	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Admissions Requested	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Request for Production of Documents	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Answer		Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Supplemental Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Pro Se	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Answer to Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Original	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Disclaimer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Pro Se Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Reply to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond										
	Bond		Bond - Certificate of Cash in Lieu of	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Replevy Bond for Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Cash	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Defective	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Personal Recognizance	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety Not Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate										
	Certificate		Certificate - I.O.L.T.A.	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate from Secretary of State	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Deposit	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Last Known Address	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Non-Appearance	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Certificate		Certificate of Non-military Status	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Death	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of No Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Written Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence										
	Correspondence		Protective Order - Fax Verification Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Protective Order - Fax Verification Sheet and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Copy of Letter	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Inmate	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Pro Se Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence Returned Undeliverable (etc)	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Fax Confirmation for Notice by Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Answers	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Refused	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Letter for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Letter of Representation	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Request for Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Request for Court Reporter Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Returned Mail Undeliverable	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery										

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Discovery	Request	Amended Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Cross Questions to be Propounded	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories in Aid Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories in Aid of Execution	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Questions - Answers Propounded to Non Party Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Reply to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Reply to Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request Discovery on Non Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit										
	Exhibit		Exhibit Inventory Filed by Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s) Sealed by Court	Cause No.	Style	Date Filed		Y	H	Y	Y
	Financial										
	Financial		Annual 1099 Trust Statement Mailed	Cause No.	Style	Date Filed	Account Name	Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Financial		Annual Report of Successor Trustee	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Annual Trust Statement	Cause No.	Style	Date Filed	Account Name	Y	H	Y	N
	Financial		Letter of Credit	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Remit Letter for Costs - File Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Statement of Taxable Court Costs	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Amended Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Form										
	Form	Application	Amended Application for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Amended Application Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Claim form - Approve (File Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet - for Case Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet - for Party ID	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet - Protective Order (ORIN)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Ad Litem (Amicus)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Petitioner	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Respondent	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Mediation Reporting form (Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service	Protective Order - TCIC Form	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Receipt for Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Receipt of Documents (Transfer)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request Abstract of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Termination of Withholding with Document Verification	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Status Conference Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Supplemental Request for Transcript	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet - Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal - Designation Letter to Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Appeal Clerk Record - Attorney Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal Record - Checked In	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal Record- Checked Out	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena Dueces Tecum	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Attorney Claim Form - Approved (File Copy)	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Form	Copy	Certified Copy of Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Copy of Docket Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Designation of Clerks Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Juror Questionnaire	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Jury Bio form	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Jury List - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Defendant	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Plaintiff	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Trial Mistrial Declared	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Request for Clerk Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Copies	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Record Search	Subject	Author	Date		Y	H	Y	N
	Form	Service Request	Request for Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Social Security Number Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Summons Special Panel	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Statement of Facts - Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Hearing Notice										
	Hearing Notice		Request for Hearing by Submission	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Notices of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Fiat - Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Reset Date	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Trial Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Pre Trial Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Status Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion										
	Motion		Motion to Set Aside Bond Forfeiture	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Enforce	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Amended Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Arbitration	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Injunctive Relief	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application Release Excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application Subpoena Out of State Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Disburse Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Contest of Affidavit of Inability	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Contest to Pauper's Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Alternate Dispute Resolution/Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Appointment of Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Citation by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Contempt - Case Pending	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Contempt - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Contempt On Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Entry of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Final Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Injunctive Relief	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Installment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Interlocutory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Issuance of Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Leave to File Third Party Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Nonsuit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Order Directing Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Out of Time Response	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Partial Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Nonsuit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Payment of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Private Processor	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Pro Hack Vice	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Protection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Referral to Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Remitter	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Rule 103	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Service by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Social Study	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Motion		Motion for Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Substituted Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Take Nothing Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Amicus Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Commissioners	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Motion		Motion to Compel Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Confer	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Confirm Arrearages	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Deposit Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Deposit Funds into the Registry of the Court - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Deposit Funds into the Registry of the Court - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Determine Sufficiency of Bond or Securities	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dismiss for Want of Prosecution	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dissolve	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Divide Community Property and/or Assets	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce - Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enlarge	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Invest Funds - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Invest Funds - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Pass	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Proceed in Forma Pauperis	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Realign Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reform Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Substitute Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Supplement Jury Pay	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw Funds From the Registry of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Plea in Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Summary Judgment Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Supplement to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Supplement to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Trial Amendment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Plea to the Jurisdiction	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Proposed Special Issues	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Designate Responsible Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Contempt	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Seal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion for Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion Authorizing to Expend Fund for Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bond Conditions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Destruction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for in Camera Document Inspection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Nun Pro Tunc	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Physical Examination	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appear and Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint an Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Clarify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Consolidate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Declare Bond Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Designate Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disregard	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enter Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Examine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Exclude Expert Testimony	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend					Y	H	Y	N
	Motion		Motion to Extend Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Investigate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Scheduling Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Produce Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reconsider	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reinstate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Revoke Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Seal Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Sever	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Substitute Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Supplement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Suspend Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Vacate Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Extension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Finding of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Past Due Findings of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Withdrawal of Motion	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Withdrawal of Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice										
	Notice		Notice of Non Disclosure - Issuance	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice of Non Disclosure and Return	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice of Tag Along - Rule 13	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Transfer Under Rule 11 - MDL	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice from Clerk on Entry of Order/Judgment -File Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - Associate Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - De Novo Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Bankruptcy	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Firm	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Commissioners Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Delivery	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Dismiss for Want of Prosecution	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Take Deposition After Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lis Pendens	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Power of Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Protective Order - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Protective Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Remittitur	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Removal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Satisfaction of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Substitution of Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of All Claims	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Judgment Lien	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Lis Pendens	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Supplemental Designation	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Amended Notice of Intention to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Notice		Appearance of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Copy of Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Attorney of Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Instrument	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Jury Demand	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Accelerated Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal Restricted	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Address	Subject	Author	Date		Y	H	Y	N
	Notice		Notice of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Medical Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice of Filing Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Use Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of License Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lifting Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Past Due Findings of Facts and Conclusion of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Submission	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Substitution of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notification to Attorney of Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection										

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Objection		Objection to Answers	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Court Order Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Withdrawal Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objections to Requests for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Amended Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Brief	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Charge of The Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Plea	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Setting	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Objection		Objection to Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Visiting Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objections to Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order										
	Order		Order Denying Non Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Non Disclosure	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order of Expunction	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order to Set Aside B/F with Costs	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Set Aside B/F with Out Costs	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order Nonsuit - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order of Dismissal - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Partial Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Review Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order to Invest Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appointment and Fees Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Approved Appointment and Fees Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Authenticated Copy of Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Default Judgment - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Default Judgment - Non Final (Interlocutory)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Interlocutory Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Interlocutory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment - Take Nothing - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - all Other Dispositions	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Non-Jury	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Order Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Take Nothing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final by Directed Verdict or J.N.O.V. (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final by Jury Verdict (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Judgment Final Default	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Nonsuit - Partial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Partial Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Commissioner	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Investigator for Social Studies	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Appointing Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Compelling Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Bill of Review	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Contempt - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Contempt on Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Dissolve Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Modify Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Permanent Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Reconsideration	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Withdrawal of Funds from Registry of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ -Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Error	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Designating Responsible Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Directing Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Dissolving Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Domesticating Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order for Alternate Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Citation by Posting	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Citation by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation - Pre Trial Matters	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Enforcement - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Enforcement - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Mediation - Adr	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Nonsuit - Partial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Replevy Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Required Participation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Rule 103	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Severance - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Severance - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Substituted Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Garnishment before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Mandamus	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Bill of Review	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Contempt - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Contempt on Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Join Third Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Occupational Drivers License	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Permanent Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Protection - No Family Violence	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reconsideration - Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reconsideration - Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reinstatement	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Granting Summary Judgment - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Summary Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Suspension of Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Withdrawal of Funds from Registry of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Certiorari	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Error	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Lifting Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Modifying Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal for Want of Prosecution (DWOP)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal for Want of Prosecution (DWOP) & Capias Recalled	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Redaction on Protective Order	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order of Removal to Federal Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer from Another County	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order ON Commissioners Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Compliance Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion for Entry of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Partial Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Pro Hac Vice	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Rule 11	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Settlement Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Special Exception	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Supersedes Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Tag Along - Rule 13	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Turnover	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order on Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Permitting Payment of Judgment in Installments	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Referring Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Taking Judicial Notice of Filing - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Terminating Wage Withholding	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Answer Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Create A Trust	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Deposit Funds Into Registry of Court - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Deposit Funds Into Registry of Court - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Disperse Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Establish Alternate Security	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Extend Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Invest Funds - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Invest Funds - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Recall Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Reform Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order/Notice to Withhold Income	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Other Disposition - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Agreed Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Release of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Permanency Hearing Order	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Protective Order Denied - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Protective Order Denied - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Protective Order Granted - Final	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Protective Order Granted - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Qualified Domestic Relations Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Recommended Order - Signed by Associate Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Recommended Order - Signed by Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Registration of Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Review Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Revised Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Statement of Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Status Review Hearing Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Suggestion of Bankruptcy	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Suggestion of Death	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Ex Parte Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Wage Withholding Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Assignment -No Case File	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order of Dismissal - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Agreed Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Final Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order Granting Occupational License	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Judgment from Court of Appeals	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Affirming	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Dismissed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed/Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed/Remanded	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Withdrawn	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order of Abatement	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Appeal Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Copy of Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Control Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Sheet Entry	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Findings of Fact and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		in Camera Documents - Sealed	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Judgment - Corrected or Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Proposed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Refused	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge and Verdict	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Panel Empanelled (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirmed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirming in Part - Reversing in Part	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Dismissing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Reverse & Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Set Aside	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order - Administrative in Re	Author	Subject	Date		Y	H	Y	N
	Order		Order - Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Extension of Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Withdrawal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Installment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment for Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Active	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Inactive	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Clarifying Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Declaring Mistrial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Inspect/Copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Denying Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Reinstatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Designating Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Discharging Surety	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Dismissing Certain Defendant(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Disqualifying Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Extending Emergency Orders	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Order		Order for Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Payment of Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Physical Exam	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Granting a Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Inspect/Copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Granting Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Modifying Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Discharge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Internal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Court Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on in Camera Documents	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Objections	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Trial Court Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Resetting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Revoking Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Setting Bond	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Striking Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Substituting Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Terminating Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Amend Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Recall Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Redact	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release cash Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release copy of Medical Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal A Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal Case File	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order to Set Aside Findings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Vacating Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Charge of The Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Order (Unsigned)	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition										
	Petition		Amended Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Third Party Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Certiorari	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Petition		Application for Writ of Garnishment - Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Garnishment before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Mandamus	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application Subpoena Letter Rogatory	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application to Create Trust	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Original Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Original Petition for Declaratory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition for Suspension of License	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition in Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition to Revive Dormant Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Plea in Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Plea Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Supplemental Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Third Party Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Report										
	Report		Brief on Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of The Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of The Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Report		Report of The Mediator	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of The Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of The Trustee	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Service Plan	Cause No.	Style	Date Filed		Y	H	Y	Y

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Report		Social Study Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Status Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Treatment Plan	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Appeal - Opinion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Brief in Support of	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		DNA Testing Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Psych Evaluation Report (Sealed)	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report to The Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Response										
	Response		Response to Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Amended Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Interlocutory Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Severance	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Inspect	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Response		Response to Motion to Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Reconsider	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Reinstate	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Strike	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Withdrawal Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to No Evidence Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Plea	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Findings of Fact	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Supplemental Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Reply to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response in Opposition to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Brief	Cause No.	Style	Date Filed		Y	H	Y	N
	Service										
	Service	Return	Bill of Cost and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Certified Mail - Return Receipt Requested Article	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation - Scire Facias for Deceased and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Scire Facias for Deceased Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation - Scire Facias for Dormant Judgment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Scire Facias for Dormant Judgment Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Secretary of State Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation and Return - Secretary of State	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Service	Return	Citation by Certified Mail and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Certified Mail Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Posting and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Posting Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Publication and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Publication Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Rule 106 and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Rule 106 Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation Returned Unexecuted	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Green Card Returned/Delivered	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Green Card Returned/Undelivered	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Letter Rogatory - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Letter Rogatory and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Notice of Garnishment before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Notice of Garnishment Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Order of Sale Issued (Service Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Order of Sale Returned	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Order of Sale Returned - Recalled	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Show Cause and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Show Cause Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Subpoena Dueces Tecum and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Subpoena Dueces Tecum Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Temporary Ex Parte Protective Order - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	return	Temporary Ex Parte Protective Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Temporary Restraining Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Temporary Restraining Order Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Attachment - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Attachment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Certiorari and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Certiorari Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Commission to Take Deposition and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Commission to Take Deposition Issued	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Service	Issued	Writ of Execution - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Execution and Order of Sale - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Execution and Order of Sale and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Execution and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Garnishment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Garnishment Issued - before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Garnishment Issued - Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Possession and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Possession Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Sequestration and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Sequestration Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Supersedes and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Supersedes Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Temporary Injunction and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Temporary Injunction Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Abstract of Judgment - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Bench Warrant and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Bench Warrant Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Precept and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Precept Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Subpoena and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Subpoena Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Habeas Corpus and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Habeas Corpus Issued	Cause No.	Style	Date Filed		Y	H	Y	N

CIVIL	Doc Types	Index Values
1	Affidavit	Cause No.
2	Agreement	Style
3	Answer	Date Filed
4	Bond	Account Name
5	Certificate	Author
6	Correspondence	Date
7	Discovery	Subject
8	Exhibit	
9	Financial	

NOTES: Functional requirements
 Redaction: document, paragraph, sentence, down To a word.
 various levels of security; by Activity, Doc. Type, Sub-type , down To the page.

Figure 2.1: Civil Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
10	Form										
11	Hearing Notice										
12	Motion										
13	Notice										
14	Objection										
15	Order										
16	Petition										
17	Report										
18	Response										
19	Service										



Section 3

Criminal Case Records Taxonomy

3.1 Criminal Case Taxonomy

The following pages contain MS Excel spreadsheets of the Criminal Case document / records taxonomy.

Figure 3.1: Criminal Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
CRIMINAL	Affidavit										
	Affidavit		Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Business Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Lost Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Relinquishment	Cause No.	Style	Date Filed		Y	H	Y	Y
	Affidavit		Affidavit in Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Attorney's Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Facts	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Amended Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Record Search Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement										
	Agreement		Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Agreement of Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Payment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer										
	Answer		Amended Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Answer to Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Original	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Disclaimer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Pro Se Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Reply to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond										

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Bond		Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Cash	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Defective	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Personal Recognizance	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety not Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate										
	Certificate		Certificate	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Death	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of No Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Written Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence										
	Correspondence		Copy of Letter	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Inmate	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Pro Se Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence Returned Undeliverable (etc.)	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		FAX Confirmation for Notice by Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Answers	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Refused	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Correspondence		Letter for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Letter of Representation	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Request for Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Request for Court Reporter Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Returned Mail Undeliverable	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery										
	Discovery	Request	Amended Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit										
	Exhibit		Exhibit Inventory filed by Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s) Sealed by Court	Cause No.	Style	Date Filed		Y	H	Y	Y
	Financial										
	Financial		Amended Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Form										
	Form	Appeal	Appeal - Designation Letter to Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Appeal Clerk Record- Attorney copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal Record - Checked In	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal Record - Checked Out	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena Duces Tecum	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Certified Copy of Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Copy of Docket Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Designation of Clerks Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Juror Questionnaire	Cause No.	Style	Date Filed		Y	H	Y	Y

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Form		Jury Bio Form	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Jury List - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Defendant	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Plaintiff	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Trial Mistrial Declared	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Copies	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Request for Clerk Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Record Search	Subject	Author	Date		Y	H	Y	N
	Form	Service Request	Request for Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Social Security Number Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Summons Special Panel	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Statement of Facts - Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Hearing Notice										
	Hearing Notice		Amended Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Notices of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Fiat - Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Reset Date	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Trial Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Pre Trial Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Status Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion										
	Motion		Amended Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Contempt	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Application to Seal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion for Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion Authorizing to Expend Fund for Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bond Conditions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Destruction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for in Camera Document Inspection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Nun Pro Tunc	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Physical Examination	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appear and Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint an Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Clarify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Consolidate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Declare Bond Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Designate Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disregard	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enter Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Examine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Exclude Expert Testimony	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Investigate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Scheduling Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Produce Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reconsider	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reinstate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Bond	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Revoke Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Seal Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Sever	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Substitute Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Supplement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Suspend Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Vacate Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Extension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Finding of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Past Due Findings of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Withdrawal of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Withdrawal of Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Revoke Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice										
	Notice		Amended Notice of Intention to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Appearance of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Copy of Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Attorney of Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Notice		Designation of Instrument	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Jury Demand	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Accelerated Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal Restricted	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Address	Subject	Author	Date		Y	H	Y	N
	Notice		Notice of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Medical Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice of Filing Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to use Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of License Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lifting Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Past Due Findings of Facts and Conclusion of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Submission	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Substitution of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notification to Attorney of Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection										
	Objection		Amended Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Brief	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Objection		Objection to Charge of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Plea	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Visiting Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objections to Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order										
	Order		Administrative Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Assignment - no Case File	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order of Dismissal - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Agreed Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Final Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order Granting Occupational License	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Judgment from Court of Appeals	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Affirming	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Dismissed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed / Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed / Remanded	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Withdrawn	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order of Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal Transfer	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Copy of Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Control Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Sheet Entry	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Findings of Fact and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		In Camera Documents - Sealed	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Judgment - Corrected or Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Proposed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Refused	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge and Verdict	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Panel Empanelled (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirmed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirming in Part - Reversing in Part	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Dismissing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Reverse & Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Set Aside	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order - Administrative in Re	Author	Subject	Date		Y	H	Y	N
	Order		Order - Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Extension of Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Withdrawal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Installment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment for Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Active	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Inactive	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Clarifying Judgment	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Declaring Mistrial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Inspect / Copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Denying Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Reinstatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Designating Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Discharging Surety	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Dismissing Certain Defendant(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Disqualifying Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Extending Emergency Orders	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Order		Order for Copies	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Payment of Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Physical Exam	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting a Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Granting Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Inspect / copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Granting Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Modifying Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Discharge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Internal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Court Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on In Camera Documents	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion In Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Objections	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Trial Court Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Resetting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Revoking Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Setting Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Striking Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Substituting Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Terminating Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Amend Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Recall Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Redact	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release Cash Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release copy of Medical Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal a Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal Case File	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order to Set Aside Findings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Vacating Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Charge of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Order (unsigned)	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition										
	Petition		Petition for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Report										
	Report		Appeal - Opinion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Brief in Support of	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		DNA Testing Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Psych Evaluation Report (Sealed)	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report to the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Response										
	Response		Response	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 3.1: Criminal Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Response		Response in Opposition to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Brief	Cause No.	Style	Date Filed		Y	H	Y	N
	Service										
	Service	Issued	Abstract of Judgment - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Bench Warrant and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Bench Warrant Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Precept and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Precept Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Subpoena and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Subpoena Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Habeas Corpus and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Habeas Corpus Issued	Cause No.	Style	Date Filed		Y	H	Y	N

CRIMINAL	Doc Types	Index Values
1	Affidavit	Cause No.
2	Agreement	Style
3	Answer	Date Filed
4	Bond	
5	Certificate	
6	Correspondence	
7	Discovery	
8	Exhibit	
9	Financial	
10	Form	
11	Hearing Notice	
12	Motion	
13	Notice	
14	Objection	
15	Order	
16	Petition	
17	Report	
18	Service	

NOTES: Functional requirements
 Redaction: Document, paragraph, sentence, down to a word.
 various levels of Security; by Activity, Doc. Type, Sub-type, down to the page.



Section 4

Family Law Taxonomy

4.1 Family Law Taxonomy

The following pages contain MS Excel spreadsheets of the Family Law document / records taxonomy.

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
FAMILY	Affidavit										
	Affidavit		Affidavit Citation Posting	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Citation Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Controvert	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Alternative Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Lost Citation	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Medical Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Non Military	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Indigence	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Judgment Credit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Status	Cause No.	Style	Date Filed		Y	H	Y	Y
	Affidavit		Affidavit of Waiver of Interest	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit on Filing Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit Writ of Garnishment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath of Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath of Special Commissioners	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Stipulation of Facts	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Certified Mail	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Citation	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Right to Request De Nova Hearing - Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Waiver of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Inability	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Business Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Lost Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit for Relinquishment	Cause No.	Style	Date Filed		Y	H	Y	Y
	Affidavit		Affidavit in Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Attorney's Fees	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Affidavit		Affidavit in Support of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Facts	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Affidavit of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Amended Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Paupers Oath	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Record Search Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Affidavit		Acknowledgement of Paternity	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement										
	Agreement		Amended Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Amended Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Release Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Revised Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Rule 11 Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Settlement Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Agreement Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Agreement		Payment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer										
	Answer		Answer 3rd Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Writ of Garnishment	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Admissions Requested	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answers to Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Answer		Answers to Request for Production of Documents	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Supplemental Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Pro Se	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Answer to Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Amended Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Original	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Answer to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Disclaimer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Pro Se Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		Reply to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Answer		AG Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond										
	Bond		Bond - Certificate of Cash in Lieu of	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Replevy Bond for Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Cash	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Defective	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Personal Recognizance	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Bond		Bond - Surety not Approved	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate										
	Certificate		Certificate - I.O.L.T.A.	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate from Secretary of State	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Deposit	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Deposition	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Certificate		Certificate of Last Known Address	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Non-Appearence	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Non-Military Status	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Death	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of No Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Written Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate - Drug Offender Education	Cause No.	Style	Date Filed		Y	H	Y	N
	Certificate		Certificate of Paternity Registry Search	Cause No.	Style	Date Filed		Y	H	Y	N/Y ?
	Correspondence										
	Correspondence		Protective Order - Fax Verification Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Protective Order - Fax Verification Sheet and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Copy of Letter	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Inmate	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence from Pro Se Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence Returned Undeliverable (etc.)	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Clerk of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence to Court of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Fax Confirmation for Notice by Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication from Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Communication to Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Answers	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Jury Special Questions - Refused	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Letter for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Letter of Representation	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Correspondence		Request for Court Reporter Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Returned Mail Undeliverable	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		AG Correspondence	Cause No.	Style	Date Filed		Y	H	Y	N
	Correspondence		Correspondence - Child Support Confidential	Cause No.	Style	Date Filed		Y	H	Y	Y
	Discovery										
	Discovery	Request	Amended Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Cross Questions to be Propounded	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories in Aid Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Interrogatories in Aid of Execution	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Questions - Answers Propounded to Non Party Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Reply to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Reply to Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request Discovery on Non Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Amended Request for Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Response	Amended Response to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery	Request	Request	Cause No.	Style	Date Filed		Y	H	Y	N
	Discovery		Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit										
	Exhibit		Exhibit Inventory filed by Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Exhibit		Exhibit List	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Exhibit		Exhibit(s) Sealed by Court	Cause No.	Style	Date Filed		Y	H	Y	Y
	Financial										
	Financial		Annual 1099 Trust Statement Mailed	Cause No.	Style	Date Filed	Account Name	Y	H	Y	N
	Financial		Annual Report of Successor Trustee	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Annual Trust Statement	Cause No.	Style	Date Filed	Account Name	Y	H	Y	N
	Financial		Letter of Credit	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Remit Letter for Costs - File Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Statement of Taxable Court Costs	Cause No.	Style	Date Filed		Y	H	Y	N
	Financial		Amended Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Form										
	Form	Application	Amended Application for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Amended Application Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Claim Form - Approve (File Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet- for Case filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet- for Party ID	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet- Protective Order (ORIN)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Ad Litem (Amicus)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Petitioner	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Respondent	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Mediation Reporting Form (Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service	Protective Order - TCIC Form	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Receipt for Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Receipt of Documents (Transfer)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request Abstract of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Termination of Withholding with Document Verification	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Status Conference Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Supplemental Request for Transcript	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Information Sheet - Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal - Designation Letter to Clerk	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Appeal Clerk Record- Attorney Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Appeal Record - Checked In	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Form	Appeal	Appeal Record - Checked Out	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	Application for Subpoena Duces Tecum	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Attorney Claim Form - Approved (File Copy)	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Certified Copy of Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	Copy of Docket Sheet	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Designation of Clerks Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Juror Questionnaire	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Jury Bio Form	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Jury List - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Defendant	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Strike List of Plaintiff	Cause No.	Style	Date Filed		Y	H	Y	N
	Form		Jury Trial Mistrial Declared	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Request for Clerk Record on Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Copies	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Record Search	Subject	Author	Date		Y	H	Y	N
	Form	Service Request	Request for Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Social Security Number Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Summons Special Panel	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Appeal	Statement of Facts - Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Form	Application	AG Application for Writ of Withholding	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Application	AG Application Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Copy	BVS Form - Information on SAPCR - copy	Cause No.	Party			Y	H	Y	N
	Form	Copy	Certificate of Adoption Form - copy	Cause No.	Party			Y	H	Y	Y
	Form	Copy	Certificate of Name Change Form - copy	Cause No.	Party			Y	H	Y	N
	Form	Copy	Child Placement Resources Form	Cause No.	Style	Date Filed		Y	H	Y	Y
	Form		Paternity Registry Form	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Employer's Withholding for Child and/or Spousal Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Magistrate Emergency Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Form	Service Request	Request for Notice to Terminate Employer's Withholding	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Hearing Notice										
	Hearing Notice		Request for Hearing by Submission	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Notices of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Amended Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Fiat - Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Reset Date	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Notice of Trial Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Request for Pre Trial Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Hearing Notice		Status Conference	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion										
	Motion		Amended Motion Enforce	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Arbitration	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Injunctive Relief	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application Release Excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application Subpoena out of State Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Disburse Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Contest of Affidavit of Inability	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Contest to Pauper's Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Alternate Dispute Resolution / Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Appointment of Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Citation by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Contempt - Case Pending	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Contempt - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Contempt on Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Entry of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Final Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Injunctive Relief	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Installment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Interlocutory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Issuance of Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Leave to File Third Party Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Nonsuit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Order Directing Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Out of Time Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Nonsuit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Partial Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Payment of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Private Processor	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Pro Hack Vice	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Protection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Referral to Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Remitter	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Rule 103	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Service by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Social Study	Cause No.	Style	Date Filed		Y	H	Y	NY
	Motion		Motion for Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Substituted Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Take Nothing Judgment	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Amicus Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Commissioners	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Motion		Motion to Compel Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Confer	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Confirm Arrearages	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Deposit Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Deposit Funds into the Registry of the Court - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Deposit Funds into the Registry of the Court - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Determine Sufficiency of Bond or Securities	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dismiss for Want of Prosecution	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dissolve	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Divide Community Property and/or Assets	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce - Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enforce Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enlarge	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Invest Funds - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Invest Funds - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Pass	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Proceed in Forma PAUPERIS	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Realign Parties	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Reform Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Substitute Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Supplement Jury Pay	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw Funds From the Registry of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Plea in Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Summary Judgment Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Supplement to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Supplement to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Trial Amendment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Plea to the Jurisdiction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Proposed Special issues	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Designate Responsible Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Contempt	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Seal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Application to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Joint Motion for Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion Authorizing to Expend Fund for Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bench Warrant	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Bond Conditions	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion for Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Court Reporter	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Destruction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for in Camera Document Inspection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Shuffle	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Nun Pro Tunc	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Physical Examination	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Redaction	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Witness List	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appear and Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint an Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Appoint Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Clarify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Compel Production	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Consolidate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Declare Bond Insufficient	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Designate Expert	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Disregard	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Enter Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Examine	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Exclude Expert Testimony	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Extend Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Inspect Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Investigate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Modify Scheduling Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Produce Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reconsider	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Reinstate	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Release Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Revoke Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Seal Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Appeal Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Set Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Sever	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Strike Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion to Substitute Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Supplement	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Suspend Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Unseal Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Vacate Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion to Withdraw Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Extension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Finding of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Judicial Assistance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Request for Past Due Findings of Facts and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Withdrawal of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Withdrawal of Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Amended Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Amended Motion Contempt	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Amended Motion Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Amended Motion Revoke Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Amended Motion to Enforce	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion - Financial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion - No Financial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Clarify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Confirm Arrears and Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Confirm Arrears to Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Contempt	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	Y
	Motion		AG Motion Enforce	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Enforce Withholding	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Establish Paternity and Modify	Cause No.	Style	Date Filed		Y	H	Y	Y
	Motion		AG Motion for Change of Status (Reopen)	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion for Contempt	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		AG Motion for Contempt - Case Pending	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion for Contempt - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion for Contempt Temporary Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Reduce Judgment and Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Register Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Revoke Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Set Medical Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Suspend License and Confirm Child Support Arrears	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion Terminate Child Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Confirm Child Support Arrearages - Reopen	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Confirm Child Support Arrears	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	Y
	Motion		AG Motion to Modify - in Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Modify -New	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Modify Post-Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Modify Temporary Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Modify Terms of Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Redirect Child Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Revoke Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Revoke Community Supervision (Reopen)	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Revoke Community Supervision and License Suspension (Reopen)	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Revoke Stay of Suspended License	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Suspend Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		AG Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Agreed Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Agreed Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Agreed Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Document Classification				Index Values				Backfile Conversion Data			
Process / Activity	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Motion		Motion Adjudicate Probation Filed - OCA Re-Opened	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Motion for Monitored Return of Child	Cause No.	Style	Date Filed		Y	H	Y	Y
	Motion		Motion Terminate Child Support	Cause No.	Style	Date Filed		Y	H	Y	N
	Motion		Amended Motion Revoke Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice										
	Notice		Notice from Clerk on Entry of Order / Judgment - File Copy	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - Associate Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - De Novo Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal - Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Bankruptcy	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Firm	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Commissioners Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Delivery	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Dismiss for Want of Prosecution	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Take Deposition After Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lis Pendens	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Power of Attorney	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Protective Order - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Protective Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Remittitur	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Removal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Satisfaction of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Substitution of Parties	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of All Claims	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Judgment Lien	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release of Lis Pendens	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Supplemental Designation	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Amended Notice of Intention to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Appearance of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Notice		Copy of Notice	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Attorney of Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Expert Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Instrument	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Designation of Witness	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Jury Demand	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Accelerated Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appeal Restricted	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Address	Subject	Author	Date		Y	H	Y	N
	Notice		Notice of Co-Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Filing Medical Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice of Filing Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Intent to use Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of License Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Lifting Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Oral Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Past Due Findings of Facts and Conclusion of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Submission	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Substitution of Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notification to Attorney of Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Release	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		AG Notice of Appeal	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		AG Notice of Appeal - Associate Judge	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Notice		AG Notice of Appeal - De Nova Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		AG Notice of Appeal IV-D Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		AG Notice of Change of Payee	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		AG Notice of License Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Administrative Writ of Withholding	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Attorney General as Necessary Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Case Assignment to Authorized Volunteer Organization	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notice of Change of Address - Child Support	Cause No.	Style	Date Filed		Y	H	Y	Y
	Notice		Notice to Judge of Authorized Volunteer Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Notice		Notification Regarding Consent for Medical Care	Cause No.	Style	Date Filed		Y	H	Y	Y
	Objection										
	Objection		Objection to Answers	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Court Order Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Withdrawal Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objections to Requests for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Amended Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Affidavit	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Objection		Objection to Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Brief	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Charge of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Filing	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Plea	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Subpoena	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objection to Visiting Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Objections to Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Objection		Opposition to Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order										
	Order		Agreed Order Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order Nonsuit - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order OF Dismissal - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Partial Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Review Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order to Invest Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appointment and Fees Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Approved Appointment and Fees Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Authenticated Copy of Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Default Judgment - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Default Judgment - Non Final (Interlocutory)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Interlocutory Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Interlocutory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment - Take Nothing - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Judgment Final - all Other Dispositions	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Non-Jury	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Order Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final - Take Nothing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final by Directed Verdictor J.N.O.V. (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final by Jury Verdict (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Judgment Final Default	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Nonsuit - Partial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Notice of Partial Dismissal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Commissioner	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Investigator for Social Studies	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Appointing Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Compelling Answers to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Bill of Review	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Contempt - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Contempt on Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Dissolve Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Modify Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Permanent Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Reconsideration	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Withdrawal of Funds from Registry of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ -Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Denying Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Error	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Designating Responsible Party	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Directing Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Dissolving Writ	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Domesticating Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Alternate Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Citation by Posting	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Citation by Publication	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Consolidation - Pre Trial Matters	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Enforcement - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Enforcement - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Mediation - ADR	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Nonsuit - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Nonsuit - Partial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Replevy Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Required Participation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Rule 103	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Rule 106	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Severance - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Severance - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Substituted Service	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Garnishment Before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Mandamus	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Writ of Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Bill of Review	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Contempt - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Contempt on Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Join Third Party	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Granting Occupational Drivers License	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Permanent Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Protection - No Family Violence	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reconsideration - Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reconsideration - Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Reinstatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Summary Judgment - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Summary Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Suspension of Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Unclaimed Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Withdrawal of Funds from Registry of Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Certiorari	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Error	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Lifting Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Modifying Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal for Want of Prosecution (DWOP)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Dismissal for Want of Prosecution (DWOP) & Capias Recalled	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Redaction on Protective Order	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order of Removal to Federal Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer from Another Country	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Commissioners Award	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Compliance Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion for Entry of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Partial Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Pro Hac Vice	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Rule 11	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order on Settlement Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Special Exception	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Supersedes Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Tag Along - Rule 13	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Permitting Payment of Judgment in Installments	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Referring Mediation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order taking Judicial Notice of Filing- Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Terminating Wage Withholding	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Answer Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Create a Trust	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Deposit Funds into Registry of Court - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Deposit Funds into Registry of Court - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Disperse Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Establish Alternate Security	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Extend Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Invest Funds - Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Invest Funds - Non Interest Bearing Account	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Recall Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Reform Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release Excess Proceeds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Stay	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Stay Suspension	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order / Notice to Withhold Income	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Other Disposition - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Agreed Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Default Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Judgment - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Partial Release of Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Partial Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Permanency Hearing Order	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Protective Order Denied - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Protective Order Denied - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Protective Order Granted - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Protective Order Granted - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Qualified Domestic Relations Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Recommended Order - signed by Associate Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Recommended Order - signed by Master	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Registration of Foreign Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Review Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Revised Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Rule 11 Agreement Approved by Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Statement of Evidence	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Status Review Hearing Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Suggestion of Bankruptcy	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Suggestion of Death	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Ex Parte Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Orders	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Wage Withholding Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Assignment - No Case File	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Administrative Order of Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order of Dismissal - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Agreed Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Final Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Order Granting Occupational License	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Judgment from Court of Appeals	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Affirming	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Appeal - Mandate Dismissed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed / Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Reversed / Remanded	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Mandate Withdrawn	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal - Order of Abatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Appeal Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Copy of Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Control Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Docket Sheet Entry	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Findings of Fact and Conclusions of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		In Camera Documents - Sealed	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Judgment - Corrected or Reformed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Proposed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge - Refused	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Charge and Verdict	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Jury Panel Empanelled (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirmed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Affirming in Part - Reversing in Part	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Dismissing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Reverse & Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Mandate - Set Aside	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order - Administrative in Re	Author	Subject	Date		Y	H	Y	N
	Order		Order - Supplemental	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Extension of Time	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Allowing Withdrawal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Appointing Attorney	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order Appointing Investigator	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Installment Agreement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Approving Payment for Court Appointment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Active	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Changing Status to Inactive	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Clarifying Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Declaring Mistrial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Inspect / Copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Denying Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Reinstatement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Transfer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Denying Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Designating Lead Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Discharging Surety	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Dismissing Certain Defendant(s)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Disqualifying Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Extending Emergency Orders	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Order		Order for Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for DNA Testing	Cause No.	Style	Date Filed		Y	H	Y	Y

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order for Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Medical Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Payment of Attorney Fees	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Physical Exam	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Psych Evaluation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Substitution of Exhibit	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting a Preferential Setting	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion for Leave	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Increase Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Inspect / Copy Sealed Records	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Granting Motion to Reduce Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Set Aside Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Motion to Withdrawal Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Recusal of Judge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Granting Writ of Habeas Corpus - Pre-Existing Case	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Modifying Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Commitment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Discharge	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Remand	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Internal	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order of Transfer - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Court Reporter Record	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on In Camera Documents	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Judicial Assignment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion in Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		Order on Motion to Quash	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Objections	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Trial Court Exhibits	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Resetting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Revoking Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Setting Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Setting Hearing	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Striking Pleadings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Substituting Counsel	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Terminating Probation	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Amend Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Recall Capias	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Redact	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release Cash Bond	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Release copy of Medical Records	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal a Document	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Seal Case File	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order to Set Aside Findings	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Set Aside Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Show Cause	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Vacating Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Charge of the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Proposed Order (unsigned)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Administrative Medical Enforcement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Agreed Order - Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Agreed Order Adjudicating Parentage	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Agreed Order Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Agreed Review Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Agreed Support Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Amended Order	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Order		AG Order to Amend Community Supervision	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Order / Notice to Withhold Income	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		AG Wage Withholding Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Judgment Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Judgment Non Final	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Agreed Order Adjudicating Parentage	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Amended Final Divorce Decree	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Consent to Appointment of Permanent Managing Conservator	Cause No.	Style	Date Filed		Y	H	Y	N/Y ?
	Order		Final Divorce Decree	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Divorce Decree - Agreed	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Divorce Decree - Default	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Divorce Decree - Directed Verdict or J.N.O.V. (OCA)	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Divorce Decree - Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Final Divorce Decree - Non Jury Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Magistrate Emergency Protective Order - Receipt Acknowledgement	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Nunc Pro Tunc Final Divorce Decree	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Authorizing Appointment of Authorized Volunteer	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order Establishing Parent-Child Relationship	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Investigation of Child Abuse	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order for Placement Under Interstate Compact	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order for Protection of a Child in an Emergency and Notice of Hearing	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order for Termination - Final	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order for Termination - Non Final	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Granting Magistrate Emergency Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Order		Order on Monitored Return of Child	Cause No.	Style	Date Filed		Y	H	Y	Y
	Order		Order Requiring Completion of for Kid's Sake Seminar	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition										
	Petition		Amended Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Intervention	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Petition		Amended Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Third Party Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Temporary Restraining Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Turnover	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Attachment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Certiorari	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Commission	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Garnishment - Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Garnishment Before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Mandamus	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Sequestration	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Supersedes	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application for Writ of Temporary Injunction	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application Subpoena Letter Rogatory	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Application to Create Trust	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Counter Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Cross Action	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Cross Claim	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Original Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Original Petition for Declaratory Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition for Suspension of License	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition in Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition to Revive Dormant Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Plea In Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Plea Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Supplemental Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Third Party Petition	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Petition for Writ of Habeas Corpus	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		AG Petition Interpleader	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Petition		AG Petition Intervention	Cause No.	Style	Date Filed		Y	H	Y	N
	Petition		Amended Petition to Adjudicate Parentage	Cause No.	Style	Date Filed		Y	H	Y	Y
	Petition		Application Protective Order - Family Violence	Cause No.	Style	Date Filed		Y	H	Y	N
	Report										
	Report		Brief on Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of the Attorney Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of the Guardian Ad Litem	Cause No.	Style	Date Filed		Y	H	Y	N/Y
	Report		Report of the Mediator	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of the Receiver	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report of the Trustee	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Service Plan	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Social Study Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Status Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Treatment Plan	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Appeal - Opinion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Brief in Support of	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		DNA Testing Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum in Support of Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Memorandum of Law	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Psych Evaluation Report (Sealed)	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Report	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Report to the Court	Cause No.	Style	Date Filed		Y	H	Y	N
	Report		Medical Report for Child in Conservatorship of TDFPS	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Permanency Plan	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Permanency Progress Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Placement Review Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Report		Progress Report	Cause No.	Style	Date Filed		Y	H	Y	Y
	Response										
	Response		Response to Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Amended Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Application	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Interlocutory Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Response		Response to Interrogatories	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Joinder	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Memorandum	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Continuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for New Trial	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Protective Order	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Sanctions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Severance	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion In Limine	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Compel	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Dismiss	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Disqualify	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Extend	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Inspect	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Modify	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Reconsider	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Reinstate	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Retain	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Strike	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Transfer Venue	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Motion to Withdrawal Funds	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to No Evidence Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Notice of Intent to Take Deposition	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Original Answer	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Plea	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Admissions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Disclosure	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Discovery	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Findings of Fact	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Request for Production	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Special Appearance	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Response		Response to Special Exceptions	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Supplemental Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Reply to Motion for Summary Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response in Opposition to Motion	Cause No.	Style	Date Filed		Y	H	Y	N
	Response		Response to Brief	Cause No.	Style	Date Filed		Y	H	Y	N
	Service										
	Service	Return	Bill of Cost and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Certified Mail - Return Receipt Requested Article	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation - Scire Facias for Deceased and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Scire Facias for Deceased Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation - Scire Facias for Dormant Judgment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Scire Facias for Dormant Judgment Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation - Secretary of State Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation and Return - Secretary of State	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Certified Mail and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Certified Mail Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Posting and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Posting Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Publication and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Publication Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation by Rule 106 and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation by Rule 106 Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Citation Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Citation Returned Unexecuted	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Green Card Returned / Delivered	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Green Card Returned / Undelivered	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Letter Rogatory - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Letter Rogatory and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Notice of Garnishment Before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Notice of Garnishment Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Order of Sale Issued (Service Copy)	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Service	Return	Order of Sale Returned	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Order of Sale Returned- Recalled	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Show Cause and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Show Cause Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Subpoena Duces Tecum and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Subpoena Duces Tecum Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Temporary Ex Parte Protective Order - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	return	Temporary Ex Parte Protective Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Temporary Restraining Order and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Temporary Restraining Order Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Attachment - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Attachment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Certiorari and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Certiorari Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Commission To Take Deposition and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Commission To Take Deposition Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Execution - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Execution and Order of Sale - Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Execution and Order of Sale and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Execution and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Garnishment and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Garnishment Issued - Before Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Garnishment Issued - Post Judgment	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Possession and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Possession Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Sequestration and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Sequestration Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Supersedes and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Supersedes Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Temporary Injunction and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Temporary Injunction Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Abstract of Judgment - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Bench Warrant and Return	Cause No.	Style	Date Filed		Y	H	Y	N

Figure 4.1: Family Law Case Taxonomy

Process / Activity	Document Classification			Index Values				Backfile Conversion Data			
	Document Type (Record Series)	Document Sub-Type	Document Class	Index 1	Index 2	Index 3	Index 4	Owner? (Y/N)	Media	Scan? (Y/N)	Confidential? (Y/N)
	Service	Issued	Bench Warrant Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Bill of Cost	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Precept and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Precept Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Subpoena and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Subpoena Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Return	Writ of Habeas Corpus and Return	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Writ of Habeas Corpus Issued	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issuance	AG Citation - Issuance	Cause No.	Style	Date Filed		Y	H	Y	N
	Service	Issued	Notice of Application of Protective Order - Issued	Cause No.	Style	Date Filed		Y	H	Y	N

FAMILY	Doc Types	Index Values
1	Affidavits	Cause No.
2	Agreements	Style
3	Answers	Date Filed
4	Bonds	Account Name
5	Certificates	Date
6	Correspondence	Party
7	Discovery	Author
8	Exhibits	Subject
9	Financial	
10	Forms	
11	Hearing Notices	
12	Motions	
13	Notices	
14	Objections	
15	Orders	
16	Petitions	
17	Reports	
18	Responses	
19	Services	

NOTES: Functional requirements
 Redaction: Document, paragraph, sentence, down to a word.
 various levels of Security; by Activity, Doc. Type, Sub-type, down to the page.