



FACCTS (Family Court Case Tracking System) Import Interface Requirements

Farheap Solutions Inc.
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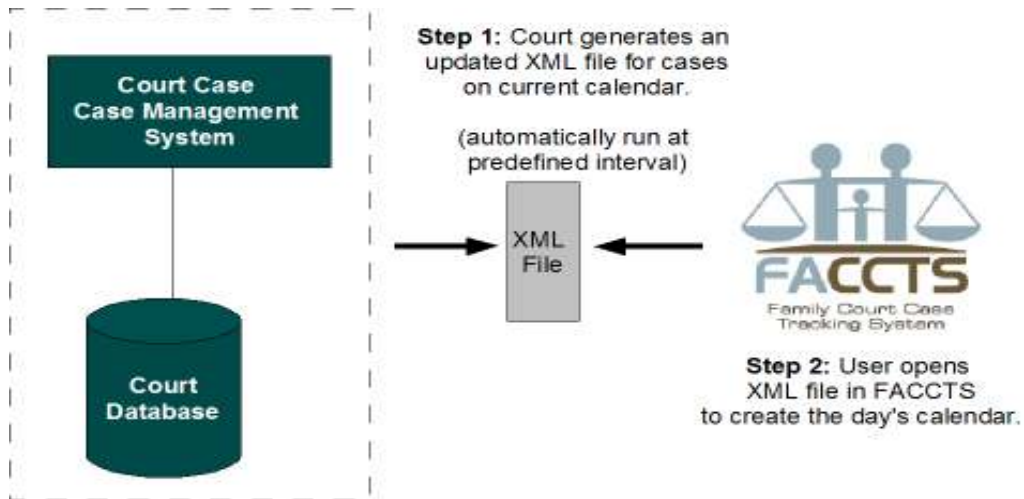
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1 Summary

1.1 FACCTS Import Interface Description

FACCTS has the ability to import case data from a court's Case Management System (CMS). This interface is a one-way interface from the court's CMS to FACCTS. In other words, FACCTS will only read from the court's CMS and not write back to it.

It is Farheap's goal to create a simple and straightforward interface that allows all courts to easily share case information with FACCTS. Therefore, FACCTS opens a single XML file that contains all of the desired case data. This XML file is generated by the court.



Figure

Below is a sample of how XML file looks like. Using standard XML notation, each attribute and attribute value that is imported is denoted within “<>”. For Example: case_type is an attribute and “DV” is its value. See **Section** titled “XML Import File Structure” for the full XML structure.

```

        Sample XML Fields
        <case case_number="FFL093702"
        case_type="DV"
        court_name="Fairfield"
        county_name="Solano"/>
        <parties>
        <party party_designation="Petitioner"
        ....
    
```

Currently, the FACCTS import interface is limited to case data (e.g. Protected Party Name, Restrained Party Name, Address, Date of Birth, etc). FACCTS will not import hearing specific data that is typically used to generate a Minute Order and Orders after Hearing (e.g. Expiration Date of Restraining Order, Child Support costs, etc). The majority of this hearing-specific data does not exist in a court CMS. This type of information is what is entered and stored primarily in FACCTS.

It is the responsibility of the court to periodically generate this XML file and provide the computer running FACCTS access to it. See **Section** “Customer Recommendations” for general recommendations on how this may be accomplished.

After this XML file is generated, the FACCTS user will open FACCTS and select the XML file to import. The court can name the XML whatever is convenient.

FACCTS is designed to allow the user to re-import cases with updated data. This means that it is safe for the user to import an updated XML file with some new and some already imported cases. . An import file that contains cases with hearings on Jan 16th can be updated multiple times. The user could initially import the case on Jan 14th to start working on the cases. On Jan 15th, a new case could be added to the 16th's Calendar. When the user re-imports the calendar for the 16th, this new case will be imported into FACCTS.

However, the user cannot change hearing data which are dept, date or time for a given hearing of a case because a unique hearing id does not exist. If the same hearing is received in XML file with different data such as new date, time or department then the existing hearing in FACCTS is not updated with the new data but a new hearing will be created as FACCTS cannot uniquely identify hearing in FACCTS due to the absence of a unique hearing id.

For Example, when the user imports a case with the same hearing data dept, date, time in XML file and FACCTS then no updates or new entries are made but if the user imports a case hearing data with same dept and date, but different time, then a new hearing will be created.

1.2 Customer Recommendations

This section describes Farheap’s recommendation on how a customer could implement the FACCTS Import capability.

This document describes how FACCTS will import an XML file that contains case data extracted from a court's Case Management System. The exact structure of this XML file as well as how FACCTS will process this file is described as product requirements within this document. It is expected that the court will produce an XML file that adheres to the specifications described within this document. The frequency for when this XML file is created/updated, where it is stored, and what it is named, etc is determine by the court. However, this section describes a few recommendations that the court can consider.

1. It is recommended that a separate XML file be created and updated with the latest case data daily.
2. This file should be updated at night so that that court staff can import the latest file when arriving in the morning.
3. This file should contain case data that have hearings scheduled on a specific day. This makes it easy for a user to import all the cases that are for a specific calendar.
4. Multiple import files should be created each night, one for each future calendar date. Approximately 5 days (5 files) should be created. How far in advance the user will typical work on cases in FACCTS will really dictate how many days in advance you would like to create import files for.

Below is a typical scenario for a court that has a DV calendar on Wednesdays. In the scenario below, the clerk imported the Wed calendar on Monday to start doing some pre-work on the case. On Tuesday a new case is added to the Wed calendar. This new case will be picked up on Tuesday night when new Import files are created. On Wed, the user re-imports the Wed calendar file (just in case). In this scenario, the new case that was added on Tuesday will now be imported into FACCTS.

<u>Day</u>	<u>Import Files create for</u>	<u>User Action</u>
Monday	<u>M,T,W,R,F</u>	Imports Wed’s file to do pre-work.
Tuesday	<u>T,W,R,F,M</u>	
Wednesday	<u>W,R,F,M,T</u>	<u>Imports Wed’s file (1 new case picked up)</u>
Thursday	<u>R,F,M,T,W</u>	
Friday	<u>F,M,T,W,R</u>	

2 Import Data Requirements

2.1 Definitions

Case Data – Data that is common and can be used in all hearings (e.g. Case #, Protected Party Name, Address, etc)

Hearing Data – Data that is unique to a hearing (attorney, hearing date/time, Interpreter, etc)

CMS (Case Management System) – The system the courts use to enter basic case information for all types of cases heard in the courtroom. Case Management Systems may also manage billing and payments, jury selection, and forms creation.

2.2 Import Data Validation

When FACCTS opens the XML Import file, it will check the values of each of the fields. If one or more fields contain invalid values, FACCTS will provide an indication to the user that an error occurred and then generate a log file to aid debugging.

3.3.1 When the user opens the Import XML file, FACCTS will check whether the value in each of the fields is valid. If the value of a field is not valid a log entry will be appended to the FacctsImportError.log file. A line break should separate each import attempt. For example, if the same file was imported twice and the file had 3 errors, there would be two sets of the same 3 errors separated by a line break.

3.3.2 The Admin User will be able to specify the filename and path of the FacctsImportError.log so that it can be easily viewed.

3.3.3 A log entry will include the following:

- Case Number
- Field Name (e.g. “restrained_person_eye”)
- Invalid Value (e.g. “23423”)
- Timestamp

3.3.4 A case with invalid data in MANDATORY fields will NOT be imported. It will NOT be displayed on the Import screen so a hearing cannot be created nor can it be placed on the calendar.

3.3.4.1 When FACCTS opens an import file, it should import all valid cases, regardless of whether there are one or more invalid cases. If there is an

2.3 Invalid Data Alert

- 3.4.1 At the conclusion of an import, if there are invalid field values or unknown fields, an invalid data alert window will be displayed. The window will say, “One or more cases imported contain errors. Please report this issue to your IT department. See FacctsImportError.log for details.
- 3.4.2 There shall be a button at the bottom of the window that says, “Open FacctsImportError.log”. If the user clicks on this button, FacctsImportError.log should be opened.
- 3.4.3 There shall also be a “Close” button at the bottom of the window. If the user clicks on this button, the Alert Window will close.

3 XML Interface

The following is the XML file structure that FACCTS will accept via its import mechanism. Additional fields included in an imported XML file will be ignored.

3.1 Description of the XML import file.

List of the elements which have sub-elements:

1. **<FACCTS>** - root element. *Can* contain one or more **<cases>** elements.
 - 1.1 **<cases>** - the 2nd level element. This element *should* contain one or more **<case>** elements. It is the sub-element for root element **<FACCTS>**.
 - 1.1.1 **<case>** - the 3rd level element. It is the sub-element for **<cases>** element. This element *can* contain main case information elements and one or more sub elements.
 - 1.1.1.1 **<hearings>** - the 4th level element, sub-element for **<case>**. *Should* contain one or more **<hearing>** elements.
 - 1.1.1.1.1 **<hearing>** - the 5th level element, sub-element for **<hearings>**. *Contains* information about the given hearing.
 - 1.1.1.2 **<parties>** the 4th level element, sub-element for **<case>** element. *Should* contain one or more **<party>** elements
 - 1.1.1.2.1 **<party>** - the 5th level element, sub-element for **<parties>**. *Contains* information about the given party.
 - 1.1.1.3 **<children>** - the 4th level element, sub-element for **<case>** element. *Should* contain one or more **<child>** element.
 - 1.1.1.3.1 **<child>** - the 5th level element, sub element for **<children>** element. It contains child information elements.

3.2 XML Import File Structure

(The following is XML Import file structure reflects requirements for FACCTS Release 1.2)

```
<FACCTS interface_version="i1.1">
<cases>
  <case
    case_number=""
    case_type=""
    court_name=""
    county_name=""
  >
  <parties>
    <party
      party_designation=""
      unique_party_id=""
      first_name=""
      middle_name=""
      last_name=""
      address=""
      city=""
      state=""
      zip=""
      sex=""
      height_ft=""
```

```
        height_in=""  
        weight=""  
        race=""  
        hair=""  
        eye=""  
        dob=""  
    />  
</parties>  
<children>  
    <child  
        first_name = ""  
        last_name=""  
        dob=""  
    />  
</children>  
</case>  
</cases>  
</FACCTS>
```

4.3 Valid Data Types

XML Field	Valid Data Types
<code><FACCTS interface_version="i1.1"> </FACCTS></code>	This is the root element. "interface_version" is an attribute of the FACCTS field that defines which version of the XML interface is being used. FACCTS will use this to determine whether it can support the given interface. This is also used in cases where FACCTS can support multiple interface versions.

Attributes of the <case> Element

XML Attribute	Valid Data Types
<code>case_number="FFL093819"</code>	Alphanumeric number up to 255 digits This is a mandatory attribute. FACCTS will not import cases without this field.
<code>case_type="DV"</code>	Text string up to 255 characters. FACCTS Default Case_Types are: (Courts can also import the case types in their CMS) DK (Domestic Violence with Kids) = "DVPA" in FACCTS DV (Domestic Violence without Kids) = "DVPA" in FACCTS D (Dissolution without Kids) = "Dissolution" in FACCTS DW (Dissolution with Kids) = "Dissolution" in FACCTS L (Legal separation without kids) = "Legal separation" in FACCTS LW (Legal separation with kids) = "Legal separation" in FACCTS N (Nullity without kids) = "Nullity" in FACCTS NW (Nullity with kids) = "Nullity" in FACCTS

XML Attribute	Valid Data Types
	<p>EP (Pet. to Establish Paternity) = "Paternity" in FACCTS</p> <p>TitleIVD (Title IVD of the federal Social Security Act)</p> <p>CP (Confidential Paternity) = "Paternity" in FACCTS</p> <p><i>FACCTS will also accept new case types that fit a text string of up to 255 characters.</i></p> <p><i>NOTE: These new fields will be added to the dropdowns lists in the FACCTS user interface</i></p>
court_name="Fairfield"	<p>Text string of up to 255 characters</p> <p>This is a mandatory attribute.</p>
county_name="Solano"	<p>Text string of up to 255 characters</p> <p>This is a mandatory attribute.</p>

Attributes of the <party> Element

XML Attribute	Valid Data Types
party_designation="Petitioner "	Text string of up to 255 characters.

	<p>Default party types include include:</p> <p>"Petitioner", "Respondent", "Claimant", or "Other Parent".</p> <p>This is a mandatory attribute.</p> <p><i>FACCTS will also accept new case types that fit a text string of up to 255 characters. NOTE: These new fields will be added to the dropdowns lists in the FACCTS user interface.</i></p>
<p>unique_party_id="JohnDoeClaimant10152007"</p>	<p>Text string up to 255 characters. This field is used to uniquely identify each party.</p> <p>The <unique_party_id> attribute is an optional field. However, it is required in order to (1) modify a party_designation already stored in FACCTS or (2) to import a case with two parties that have the same party_designation.</p> <p>Without this field, FACCTS uses party_designation to differentiate parties and therefore can not have two parties with the same party_designation. Likewise, FACCTS cannot change the party_designation of a party in an existing case via the import. In both, these scenarios, the changes can be made manually via FACCTS screens.</p>
<p>first_name="YVONNE"</p>	<p>Text string of up to <u>255</u> characters</p>
<p>middle_name="MICHELLE"</p>	<p>Text string of up to <u>255</u> characters</p>
<p>last_name="NELSONOEN"</p>	<p>Text string of up to 255 characters</p>

address="150 SEGOVIA DRIVE"	The address where the party resides. Text string of up to 255 characters
city="FAIRFIELD"	The city where the part resides. Text string of up to 255 characters
state="CA"	The state where the party resides. United States postal abbreviations of the states.
zip="94533"	The zip code where the party resides. 5-digit or 9-digit ZIP Code (ZIP+4 format)
sex="M"	The sex of the party. M = Male F = Female
height_ft="6"	The height (ft) of the party. Number (no more 255 digits)
height_in="1"	The height (in) of the party.

	Number (no more <u>255</u> digits)
weight="200"	The weight of the party. Number (no more 255 digits)
race="JAPANESE"	The race of the party. Text string of up to 255 characters FACCTS default races: 'Asian'; 'Black'; 'Caucasian'; 'Hispanic'; 'Native American'; 'Other'. <i>FACCTS will also accept new race types that fit a text string of up to 255 characters.</i> <i>NOTE: These new fields will be added to the dropdowns lists in the FACCTS user interface.</i>
hair="BLACK"	The hair color of the party. Text string of up to 255 characters FACCTS default hair colors: "BLACK"; "BLONDE"; "BROWN"; "GRAY"; "RED"; "BALD OR SHAVED" <i>FACCTS will also accept new hair colors that fit a text string of up to 255 characters.</i> <i>NOTE: These new fields will be added to the dropdowns lists in the FACCTS user</i>

	<i>interface.</i>
eye="BROWN"	<p>The eye color of the party.</p> <p>Text string of up to 255 characters</p> <p>FACCTS default eye colors:</p> <p>"BLUE"; "BROWN"; "BLACK"; "HAZEL"; "GREEN"</p> <p><i>FACCTS will also accept new eye colors that fit a text string of up to 255 characters.</i></p> <p><i>NOTE: These new fields will be added to the dropdowns lists in the FACCTS user interface.</i></p>
dob="11/30/1956"	<p>The birth date of the party.</p> <p>Format: MM/DD/YYYY</p>

Attributes of the <child> Element

XML Field	Valid Data Types
first_name="ELLYANA"	<p>The first name of the child.</p> <p>Text string of up to <u>255</u> characters</p>

<p>last_name="DE LOS SANTOS"</p>	<p>The last name of the child.</p> <p>Text string of up to <u>255</u> characters</p>
<p>dob="04/04/2005"</p>	<p>The birth date of the child.</p> <p>Format: MM/DD/YYYY</p>

4.4 Detailed Field Requirements

4.4.1 An attribute will be added to the FACCTS root element called "interface_version". This attribute will be used by FACCTS to determine what version of the interface the customer is using. The number for the interface versions will be independent of the application versions used for FACCTS. The release number for the FACCTS interface will be prefaced by an "i" to indicate this is an interface version. This will help clarify whether a version applies to the interface or the application.

4.4.2 Any given version of FACCTS shall support the immediate previous interface version. FACCTS is not required to support more than one interface version back.

4.4.2.1 FACCTS version 1.2 shall support the interface version i1.0. FACCTS interface version i1.0 was used in the application release R1.1

4.4.2.2 The follow table shows what interface version is supported by what FACCTS version. As the FACCTS interface changes, this table should be updated.

FACCTS Version	XML Interface Version
1.0.14	i1.0
1.1	i1.0
1.2	i1.1 & i1.0

- 4.4.3 A new XML attribute called “<party_designation>” will be added. This field will designate whether the party is the Petitioner, Respondent, Claimant, or Other Parent. This field is mandatory ONLY IF the <party> XML is included for a given case in the import file. Therefore FACCTS will not import the case and log an error. The error will say something like, “FACCTS cannot import case <XYZ> because party_designation was not defined for one of the parties.” If no parties are being imported (i.e. no <party> attributes), party_designation is NOT a mandatory field. The case will still be imported.
- 4.4.4 FACCTS will support importing cases with 0 to 2 parties. If more than 2 parties are included in a given case, FACCTS will log an error to the log file and not import the case.
- 4.4.5 Unique Party ID Requirements
- 4.4.5.1 A new XML attribute called “<unique_party_id>” will be added. This field can be included to uniquely identify the party.

The “<unique_party_id>” attribute is an optional field. However, it is required in order for the user to (1) modify a party_designation already stored in FACCTS or (2) to import a case with two parties that have the same party_designation.