

## UNIFIED JUDICIAL SYSTEM

Policy 202

September 22, 2004

### **TECHNOLOGY RELATED EQUIPMENT FOR PROVIDING CLERK OF COURT SERVICES IN COUNTIES CONTRACTING WITH THE STATE**

#### **Definition:**

Technology related equipment is covered equipment required to perform the following functions:

- provide information to the public, parties and their lawyers
- provide information to district court judges or referees required for performance of their duties
- provide state judicial offices with data or statistics in a format which requires the use of enhanced technology

#### **Covered Equipment:**

The following items constitute technology related equipment:

- personal computers and required software
- printers
- fax machines or modems
- scanners

#### **Procedure:**

Prior to procurement of equipment under this policy, approval must be obtained from the state court administrator. Requests should be sent to the unit administrative office which will forward the request to the state court administrator. If approved, the state will provide the equipment through the following options:

1. Provide the needed equipment if available from state judicial equipment. The equipment will be transferred to the county through the state surplus property program. Surplus property fees paid by the county will be reimbursed by the state judicial branch.
2. Authorize reimbursement to the county for the requested equipment. Reimbursement will be made based on receipt of an invoice copy indicating the date the county received the equipment.
3. Purchase the requested equipment and place the equipment in the clerk's office for the clerk's use. Ownership of the equipment purchased in this option will be retained by the state judicial branch.

**Technical Support:**

Ownership and technical support for equipment received through options 1 or 2 above remains with the county.

Approved by the Supreme Court 09/22/04