EFFICIENT SUBPOENA MANAGEMENT – A NATIONWIDE CHALLENDGE

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In the demanding world of criminal justice, subpoena management is an essential components of the judicial process. However, ensuring notification deliveries and receipt are painstaking processes from coast-to-coast.

Much like throwing a football down the field and not knowing if it's been caught, outdated paper notification processes result in communications gaps that have compounded ramifications throughout the entire judicial system.

NOW THERE'S A BETTER WAY.

SAAS SUBPOENA MANAGEMENT

COMMON PROCESS FOR SWORN WITNESSES

1. **CASE FILES** for court subpoenas created by Clerks at multiple Court locations.

2. **PAPER NOTICES ARE PRODUCED** from these files by Court Clerks or District Attorney's

3. **STACKS OF NOTICES DELIVERED** to agencies where clerks sort them by agencies.

4. **NOTICES DELIVERED** to multiple agency locations.

8. **SIGNED NOTICES COLLECTED** for return to courthouses.

7. **SIGNED NOTICES** sent back to clerks who logs that notices were served.

10. **EACH SIGNED NOTICE PLACED** in court file.

9. **NOTICES SORTED BY COURT DESTIATION** and returned to multiple Courthouses.

6. **NOTICES DELIVERED TO SUPERVISORS** who distribute them. Officers sign notices and return to supervisors.

5. **AGENCY CLERKS** enter data on spreadsheets for tracking purposes.
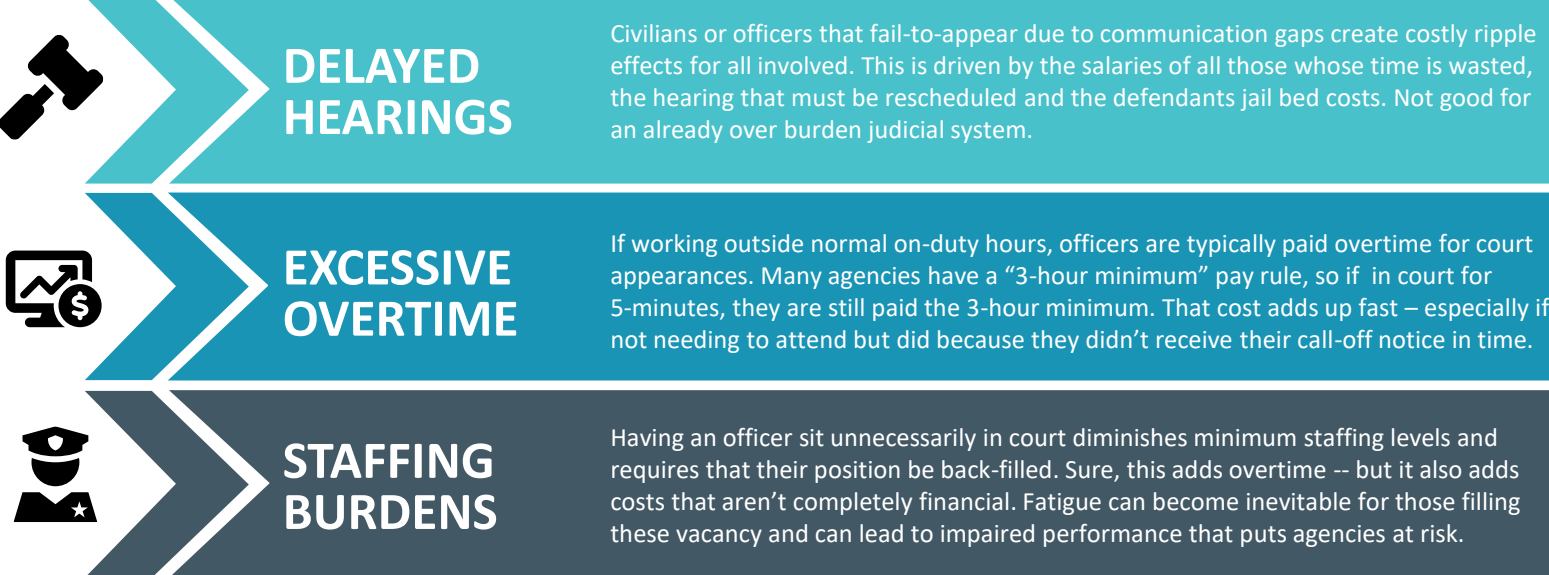
PAIN POINTS

Manual notification processes are labor intense, resulting in increased time and cost. What's more, they produce unique challenges for all criminal justice participants.

1 COURTS, PROSECUTORS & DEFENDERS
- FTA due to notification inefficiencies
- Unknown conflicts of sworn witnesses
- Difficulties tracking subpoenas for multiple agencies and civilians

2 SWORN WITNESSES
- Appearing only to learn that hearing was called-off
- FTA due to late notification receipt
- Short notices for imminent court appearances

3 SERVICE TO CIVILIAN WITNESSES
- Difficulty serving incarcerated witnesses or those with alias names
- Lack of real-time delivery result statuses and how they were delivered
- High cost of inefficient delivery routing in rural locations

RESULTING COST

DELAYED HEARINGS
Civilians or officers that fail-to-appear due to communication gaps create costly ripple effects for all involved. This is driven by the salaries of all those whose time is wasted, the hearing that must be rescheduled and the defendants jail bed costs. Not good for an already over burden judicial system.

EXCESSIVE OVERTIME
If working outside normal on-duty hours, officers are typically paid overtime for court appearances. Many agencies have a "3-hour minimum" pay rule, so if in court for 5-minutes, they are still paid the 3-hour minimum. That cost adds up fast – especially if not needing to attend but did because they didn't receive their call-off notice in time.

STAFFING BURDENS
Having an officer sit unnecessarily in court diminishes minimum staffing levels and requires that their position be back-filled. Sure, this adds overtime -- but it also adds costs that aren't completely financial. Fatigue can become inevitable for those filling these vacancy and can lead to impaired performance that puts agencies at risk.

VALUABLE RESULTS FOR SWORN AND CIVILIAN WITNESSES USING A SAAS SUBPOENA SYSTEM

- Adds value to existing case mgmt. systems
- Decreased administration time and cost
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- Improved communications between all criminal justice practitioners and agencies
- Reduced hearing delays with improved scheduling of court events
- Reduced overtime for unnecessary court event attendance
- Improved awareness of sworn and civilian notice acknowledgments
- Increase accountability for sworn witnesses
- Reduced cost of civilian service deliveries
- Increased awareness of civilian service history, addresses and aliases

1. **COURT CLERK ENTERS CASE INFORMATION,** such as hearing dates, times and witnesses into computer system.

2. **COMPUTER SYSTEM TRANMITS NOTICES ELECTRONICALLY** to sworn witnesses or service deputies for delivery to civilian witnesses.

5. **OFFICERS ACKNOWLEGMENTS AND CIVILIAN SERVICE DELIVERIES VIEWED IN REAL-TIME** by all criminal justice practitioners and agency personnel.

3-A **OFFICERS RECEIVE THEIR NOTICES AND CONFIRM RECEIPT** via computer or using mobile app.

3-B **SERVICE AGENCIES RECEIVE CIVILIAN NOTIFICATIONS** and assign deliveries to service deputies.

4. **SERVICE DEPUTIES** make subpoena deliveries and enter results via mobile devices.

SAAS SUBPOENA PROCESS FOR SWORN AND CIVLIAN WITNESSES