



## Georgia County Court System Eliminates Paper Crunch with DataMagine™ Solution

Houston County is one of the fastest-growing counties in the state of Georgia. According to census reports, the county added more than 20,000 new residents from 2000 to 2007. Houston County is home to Robins Air Force Base, which employs more than 25,000 civilian, contract and military workers, and the Georgia National Fairgrounds and Agricenter, an 1,100-acre complex that hosts hundreds of events each year, including concerts, livestock shows, rodeos and the award-winning Georgia National Fair.

The increase in residents placed a burden on the county's court system, particularly the Superior Court, which files paperwork associated with civil cases, criminal matters and real estate transactions. In any given week, the Superior Court processes more than 500 documents, including decrees, deeds, indictments, liens, motions, subpoenas and warrants.

For years, Houston County's Superior Court kept its documents in file rooms or in off-site storage. Others were stored on microfilm. Staff often had to search in several places to locate the paperwork they needed. They also had to spend time each day re-filing documents that had been pulled for review.

That process was both time-consuming and outdated, said Superior Court Clerk Carolyn Sullivan. "We needed a system that would increase efficiency and simplify the entire document storage and retrieval process."

> "Implementing the system required very few changes and almost no down-time. The DataMagine solution was up and running quickly and with no problems at all."



- > **Industry:** Municipal court system
- > **Challenge:** County court system needed a document management solution that was flexible and reliable for scanning, indexing and storing civil and criminal court case documents
- > **Solution:** DataMagine™ document management solution by Agilysys
- > **Results:** Streamlined efficiency, increased productivity, enhanced security

> "Nothing falls through the cracks. We can locate a file within seconds."



#### Seamless Integration, Minimal Down Time

Houston County Superior Court needed a document management solution that would streamline operations and provide secure and reliable back-up of the records.

The county's information technology department researched the market and selected the DataMagine™ document management solution by Agilysys, which combines robust functionality with easy implementation. Its patented platform-independent technology integrates seamlessly with existing applications with little or no programming required.

The DataMagine solution scans, indexes and retrieves documents and computer reports for e-mailing, faxing or printing and allows staff to exchange documents both internally between multiple sites and externally with vendors and suppliers. Its web capability is supported by up to 1,000 levels of group and user security, making it one

of the most dependable imaging and archiving solutions on the market.

Houston County Superior Court installed the DataMagine solution in May 2003. Implementation went smoothly and included the database and index update as well as hardware set-up and configuration.

Five employees were trained to use the document management solution over a one-week period. "Implementing the system required very few changes and almost no down-time," Sullivan said. "The DataMagine solution was up and running quickly and with no problems at all."

Now, staff trains new employees within a few days. Although one staff member is dedicated to scanning documents, everyone in the office knows how to use the system. "The software doesn't require employees to become computer experts," says Sullivan. "It's very user-friendly."

### Organized and Up-to-Date

Almost immediately, Houston County Superior Court began to see an improvement in efficiency. Documents are scanned every day, so the files are always organized and up-to-date. Manual indexing is eliminated, because the DataMagine solution automatically captures the appropriate indexes, such as case number or date, during data entry.

The system has increased staff productivity, because employees don't have to search the file cabinets to find the documents they need. "That's a huge time-saver," says Sullivan. Also, the office no longer has a problem with lost or misplaced paperwork. "Nothing falls through the cracks. We can locate a file within seconds."

The DataMagine solution enables the office to keep all the information that pertains to a particular case in one place. That's especially helpful when lengthy court proceedings generate hundreds of documents.

The system also improves document security. Because documents are stored electronically, only authorized staff can access them. The department also backs up the files each day and makes a back-up tape periodically for offsite storage, which helps ensure that court documents are safe, even in a disaster.

### Expansion Planned

Sullivan notes that she and her staff often come up with new ways to use the DataMagine solution. "It is such a flexible system, there's almost no limit on what we can do with it."

Houston County Superior Court has been so pleased with the DataMagine document management system that it plans to expand its use. Sullivan wants to upgrade the system to take advantage of its latest features, including e-mail capability. This would enable staff to e-mail multi-page documents simultaneously to attorneys, judges, paralegals and others who request the information.

### Who We Are and What We Do

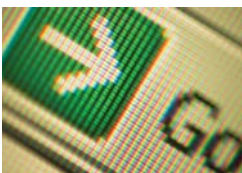
Agilysys is a leading provider of innovative IT solutions to corporate and public-sector customers. The company uses technology — including hardware, software and services — to help customers resolve their most complicated IT needs. The company possesses expertise in enterprise architecture and high availability, infrastructure optimization, storage and resource management, identity management and business continuity; and provides industry-specific software, services and expertise. Headquartered in Cleveland, Agilysys operates extensively throughout North America, with additional sales and support offices in the United Kingdom and China.



> "We want to serve our citizens the best way we can, and the DataMagine solution helps us do that. Soon, we won't need the file cabinets at all."

In the meantime, the DataMagine solution is helping Houston County Superior Court reduce its paper flow, increase employee productivity and streamline the entire filing and retrieval process — all of which translates into more efficient county government.

"We are committed to DataMagine as our single source of imaging," Sullivan said. "We want to serve our citizens the best way we can, and the DataMagine solution helps us do that. Soon, we won't need the file cabinets at all."



For more information about DataMagine, please call 1-800-241-8768.

Agilysys..