	CLERK OF THE COURT INTERNAL POLICY	
	Area: Records Management Document Number: POL-RECMAN-1008 Subject: Docket/eFile Auditing and Reporting Page: 1 of 2	Effective Date: 5/15/15 Revision Level: Last Revised Date:

PURPOSE:

It is the purpose of this policy to assure maintenance of accurate data in the Case Management System (iCIS).

POLICY:

Docket Audit:

Audits of docket entries will be performed on a continual basis. The docket auditors review 100% of new complaint documents to ensure the cases are initiated correctly in ICIS. They audit a sample (currently 10%) of all subsequent documents to make sure they are added to the docket correctly.

Errors/corrections are sent to staff on a continual basis and copies are kept in electronic form on the share drive.

Audit reports containing the total/type of errors, the number of items audited and an overall error rate for eFile, Priority Workflow, and New Case Initiations are completed on a monthly basis and are available for all those in the Docket/eFile management group.

Audit Retention:


All errors and audit reports are maintained on the share drive and are retained for such time as to allow a review during the annual evaluation period.

APPLICABILITY:

This policy applies to all staff members of the Clerk of Superior Court assigned to Docket and/or eFile and the Docket/eFile Auditors

DEFINITIONS:

None

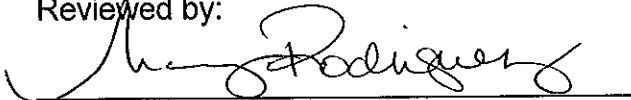
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REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/15/15

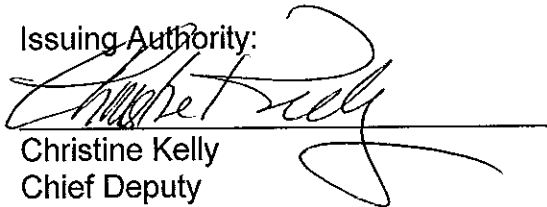
AUTHORIZED SIGNATURES:

Reviewed by:



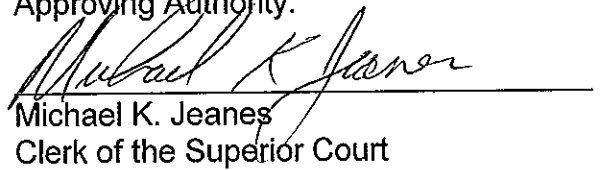
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Issuing Authority:



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Michael K. Jeanes
Clerk of the Superior Court

Date Signed: 7/8/15