

MEMORANDUM OF UNDERSTANDING
Between
MISSOURI OFFICE OF STATE COURTS ADMINISTRATOR
And
THE CITY OF LEE'S SUMMIT
And
LEE'S SUMMIT MUNICIPAL DIVISION OF THE
JACKSON COUNTY CIRCUIT COURT

This document constitutes an Agreement between the Office of State Courts Administrator (OSCA), the Lee's Summit Municipal Division of the Jackson County Circuit Court and the City of Lee's Summit for the establishment of a wide area network (WAN) data connection to increase efficiency of the case management software.

The Office of State Courts Administrator agrees to:

1. Evaluate the use of the connection to determine if the response time in data processing is increasing the effectiveness of the court.
2. Ensure the court meets the technical requirements for installation of the network data connection. If required, equipment will be provided to meet the Missouri Court Automation (MCA) infrastructure standards.
3. Purchase personal computers for the existing work stations, printers and a router and switch for connecting to the network data connection lines. The router and switch will be maintained by OSCA as long as this agreement remains in effect. Any and all other equipment purchased and provided by OSCA shall not be eligible for replacement.
4. Provide support and transition services. At least one staff member will be on site for the first live business workday after the transition to the OSCA network.
5. Provide instructions for court staff, including education materials with instructional information for logging on to the case management software.
6. Communicate with the court throughout the process via in-court meetings, scheduled conference calls and e-mail.

Lee's Summit Municipal Division agrees to:

1. Continue to assess, collect and disburse the \$7.00 per case court automation fee.
2. Continue to follow all agreed conditions of the previously signed Municipal Court Automation Memorandum of Understanding (MOU) between OSCA, the Lee's Summit Municipal Division, and the Lee's Summit Municipality, dated September 17, 2013.

3. Provide and install PC and printer equipment, which meets the MCA infrastructure standards, after the initial service agreement has expired on the OSCA installed equipment. Contact the OSCA Help Desk at 888-541-4894 to obtain the required standards when the replacement is necessary.

The City of Lee's Summit agrees to:

1. Manage and maintain the local area network cabling and data line. If the data lines must be relocated, the municipality shall assume all cost associated with the relocation.
2. Submit Information Technology contact information to OSCA.
3. Assume all costs associated with terminating the network data connection line. If the municipal division and municipality no longer desire to use the case management system.

We, the undersigned have read and accept the commitments as outlined in the agreement. This agreement is entered into on the dates set forth below and shall be in effect until such time as terminated by the parties listed.

Signature: _____ Date: _____

Printed Name: _____

Judge

Municipal Division of the Jackson County Circuit Court

Signature: _____ Date: _____

Printed Name: _____

Court Administrator/Chief Court Clerk

Municipal Division of the Jackson County Circuit Court

Signature: _____ Date: _____

Printed Name: _____

Presiding Judge

16th Judicial Circuit

Signature: _____ Date: _____

Printed Name: _____
Mayor, City Official or Designee

Signature: _____ Date: _____

Printed Name: Earl Kraus
Deputy State Courts Administrator