



Pete Ricketts, Governor

## **Adding new agency workflow**

### **Process should begin with Crime Commission**

Any agency expressing interest in e-citations should be immediately forwarded to Crime Commission to start onboarding process.

Crime commission will request a prefix number from AOC to submit e-citation for new agency.

Crime Commission will contact the County Attorney Office so they are aware of agency intention to start submitting citations electronically.

Crime Commission will let third party vendor and agency know the prefix they have been assigned.

Crime Commission will create certificate and work with third party vendor to set up time, file location to install certificate and application to upload e-citations to Crime Commission if necessary.

Crime Commission will work with third party vendor to decide order of agency implementation if we have a waiting list.

Crime Commission will work with third party vendor for testing e-citations before actual live date.

When agency is ready to go live Crime Commission will work with third party vendor to set up date to go live.

Commission will let AOC know when agencies are going live. AOC will let the courts know that agencies are going live on that date.

Crime Commission will contact County Attorney Office to let them know of the go live date and see if anything needs to set up on their end and make sure they are ready to receive them.

Crime Commission will maintain a document with all agencies listed who submit eCitation.

