

PROBATE COURT 5 YEAR CAPITAL IMPROVEMENT PLAN 2023-2027



Presented by: Judge Gary Washington

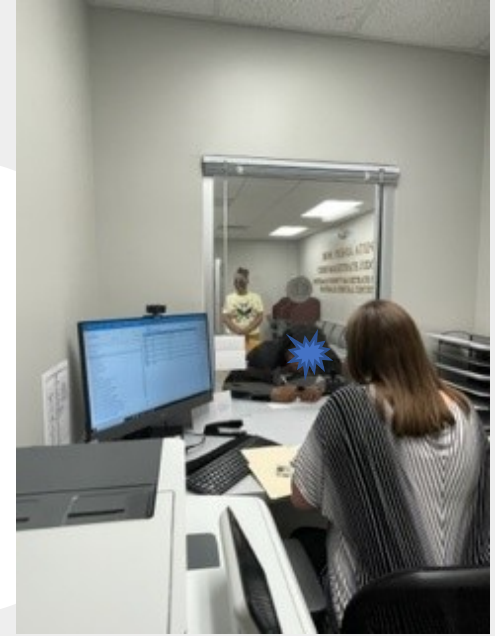
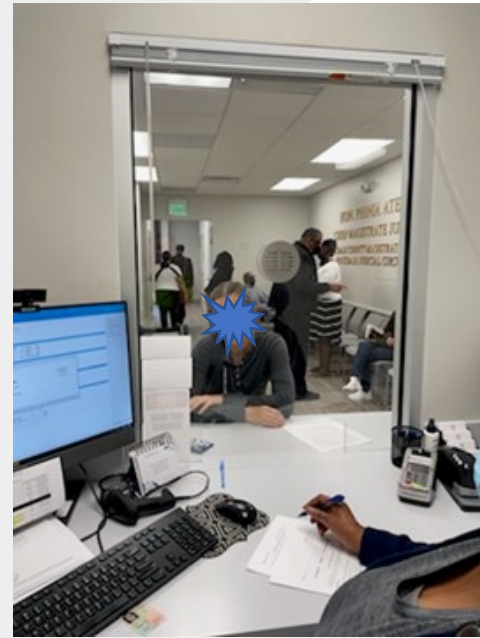
Judicial Assistant: Chevonne Smith

Date: May 12, 2022



NEW BUILDING/ SPACE EXPANSION

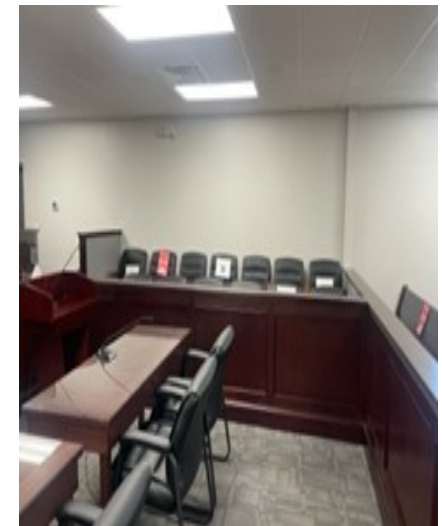
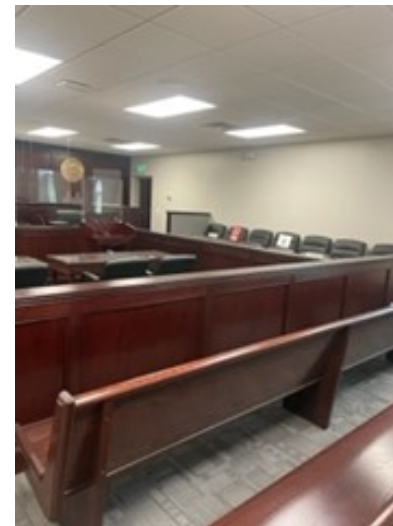
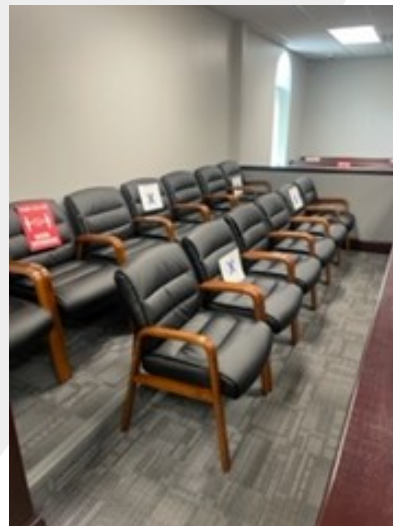
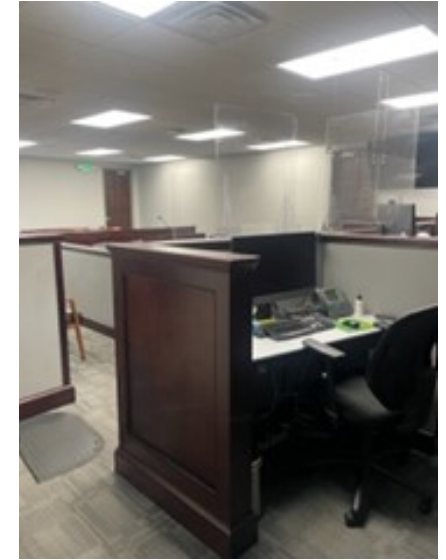
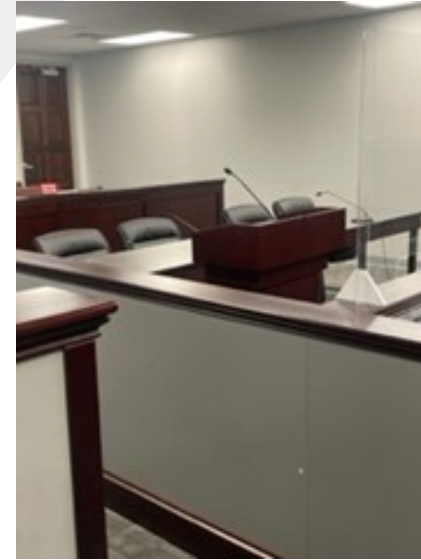
SHARED SPACE WITH MAGISTRATE COURT





PROBATE COURT INTAKE SPACE

SHARED COURTROOM



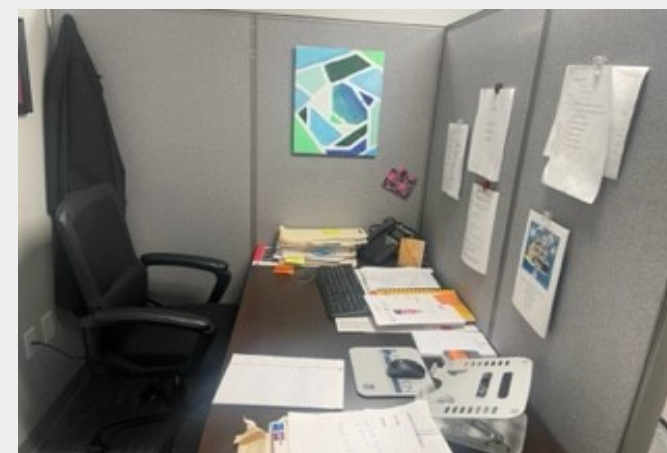
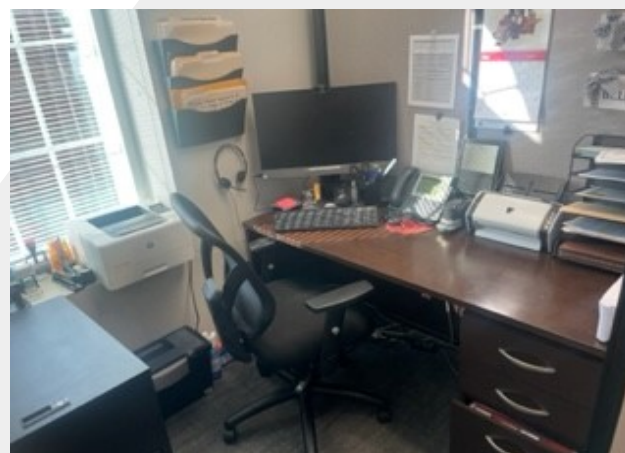
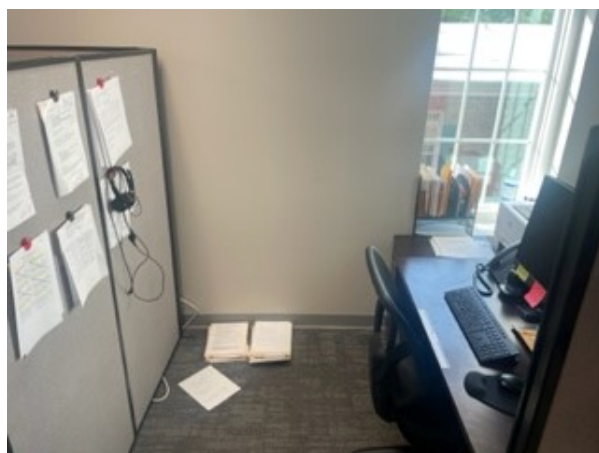
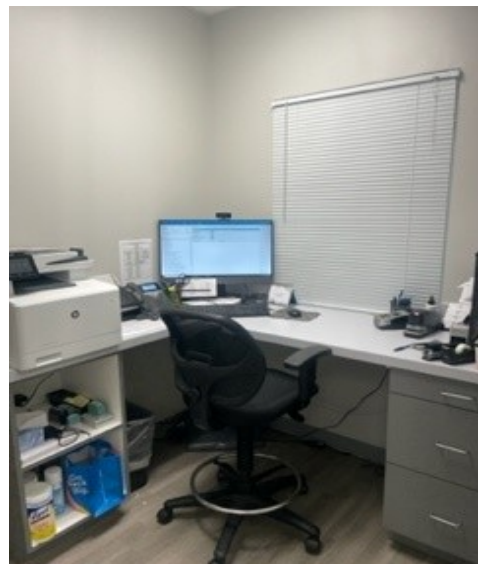
SHARED BREAKROOM/JURY DELIBERATING SPACE



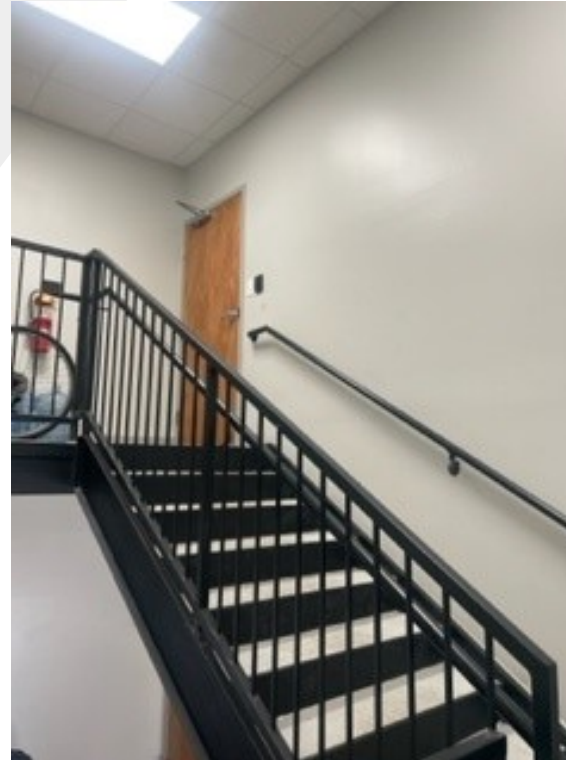
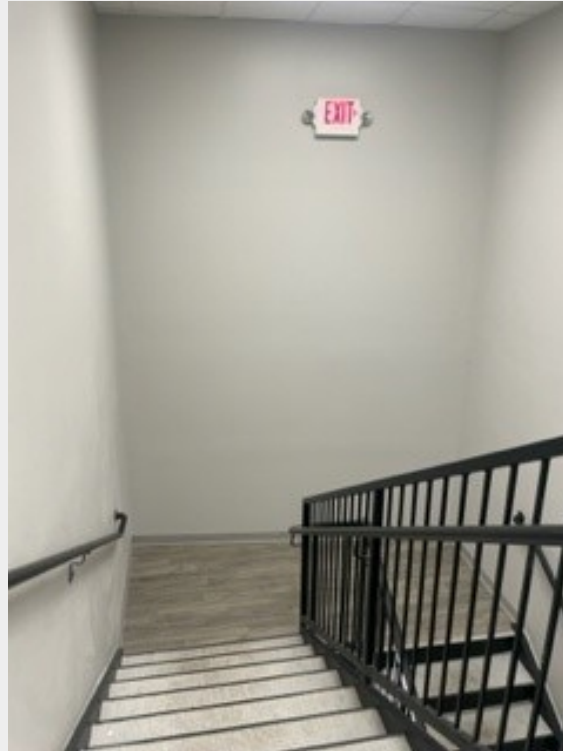
COMPARISON TO SUPERIOR COURT JURY DELIBERATION ROOM



DESK SPACE CONSTRAINTS



SPLIT LEVEL DEPARTMENT — TOGGLE BETWEEN TWO FLOORS





CUBICAL AREA

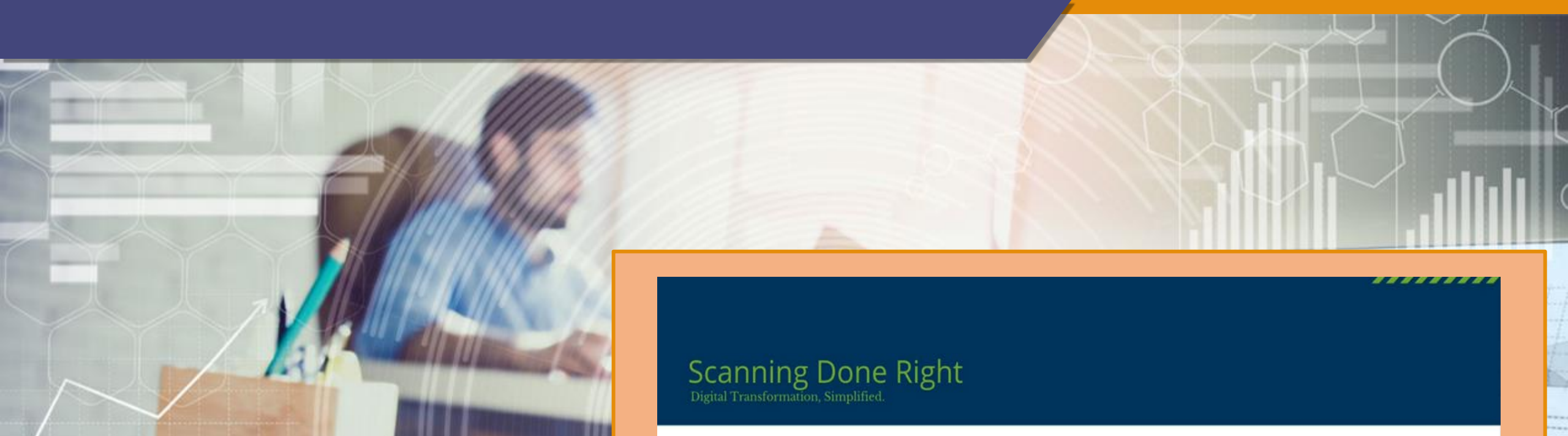
PROBATE COURT SPACE ISSUES

- ✓ Effective July 2022 Rockdale County Probate Court will be reclassified as an Article 6 Court, a direct result of the population increase based on the 2020 Census
- ✓ Space needed to accommodate this uptick in customers and additional staffing for the increase in the caseload volume – i.e., Associate Judge, additional Deputy Clerks, Law Clerks, Interns
- ✓ Difficult to communicate and process customer's request with the limited cubical space, shared courtroom and rotunda area with Magistrate Court
- ✓ Compromising security and privacy issues with the current functionality of shared space
- ✓ Difficult to handle the volume of paperwork with small desks, which includes the computer, scanner, phone, and printer
- ✓ Space needed to allow access to Residents, Title Researchers and other Record Specialist to review and research public documents and vital records
- ✓ Space needed to structurally house a fireproof file cabinet for safe keeping documents

NEW BUILDING/IMPROVEMENTS/RENOVATIONS/ SPACE EXPANSIONS

- ✓ New Probate Court Building, Courtroom, Jury Deliberation Room- \$3,000,000

Category	2023	2024	2025	2026	2027	Five Year Total
New Building/New Space	-	3,000,000	-	-	-	3,000,000



TECHNOLOGY PROGRAMS & IMPROVEMENTS

Scanning Done Right

Digital Transformation, Simplified.



Document Preparation
& Clean Up



Document Capture
& Conversion



Quality Control, Validating
Recognition & Indexing





PROBATE COURT DOCUMENTS & RECORDS



PROBATE COURT DOCUMENT STORAGE

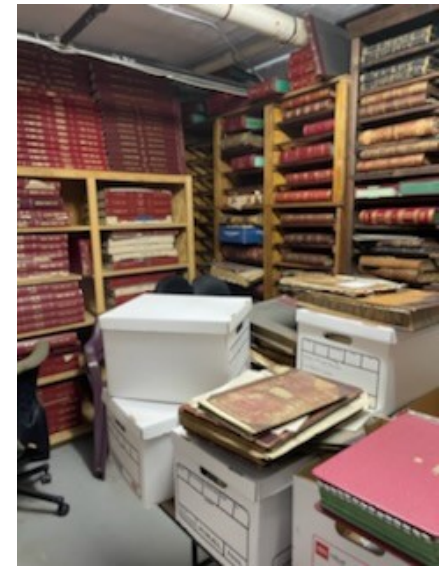
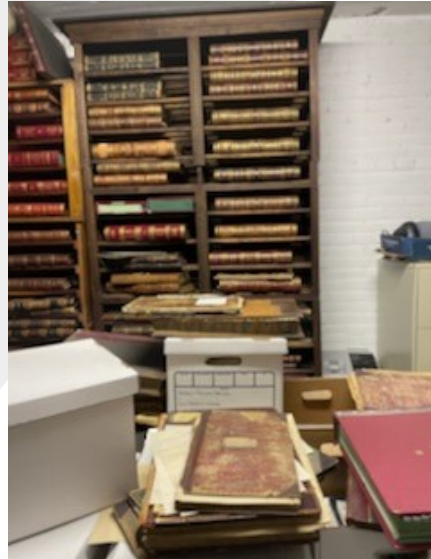
SPLIT LEVEL DEPARTMENT – CURRENT FILING SYSTEM



THE ONE AND ONLY FIREPROOF CABINET IN PROBATE COURT



“DUNGEON” — CURRENT ARCHIVED STORAGE SPACE



“DUNGEON”— CURRENT ARCHIVED STORAGE SPACE



OFFSITE STORAGE — PARKER ROAD



STORAGE SPACE

Large quantities of paper documents and records can take up valuable office space and limit the ability to run your department. If we utilize off-site storage, scanning our documents can save us money on retrieval requests. By digitizing our files, we can save space, money, and time.



DISASTER PREPAREDNESS

Moving to electronic files can be an important part of our disaster preparedness and business continuity plan. Scanned documents provide backup copies of our files in an easily portable digital format. This provides extra assurance that we will be able to access our information in the event of a disaster.



TRACKING & SHARING

Scanning our documents and records can help you share the information instantly with staff and clients at any location. Electronic files can eliminate the need for costly reproduction, mailing, and are easier to track. Search, find, and share your documents in minutes instead of hours.



PROBATE COURT DOCUMENT/RECORD/STORAGE ISSUES

- ✓ Provides manpower needed to covert outdated physical files into scanned indexed images and place them onto a user friendly, easily accessible system
- ✓ Efficiently track and share Probate Court vital records that are stored offsite
- ✓ Create well needed space, document preparation, transport, and clean up
- ✓ Preferred software by Rockdale County Technology Services

TECHNOLOGY PROGRAMS & IMPROVEMENTS

2023 - 2027 – MCCI Scanning Solution Software -

- ✓ Estates/Probate Document – Public View
 - ✓ 117 Standard Banker Boxes - \$39,245
- ✓ Guardianship/Conservatorship
- ✓ Vital Records
- ✓ Marriage license
- ✓ Birth/Death Certificate
 - ✓ 53 Standard Banker Boxes \$17,236
- ✓ Laserfiche License Investment
 - ✓ \$750.00 x 3 users – upfront \$2,250
 - ✓ Annual cost \$400

Category	2023	2024	2025	2026	2027	Five Year Total
Technology Program & Improvements	\$59,131					\$59,131

PROBATE COURT

5 YEAR CIP REQUEST SUMMARY

Rockdale County						
Five Year Capital Improvement Plan						
Fiscal Year 2023						
Probate Court Department						
Category	2023	2024	2025	2026	2027	Five Year Total
Automotive Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Technology Programs & Improvements	\$ 59,131.00					\$ 59,131.00
Construction & Heavy Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Improvements/Renovations/Expansions	\$ -	\$3,000,000.00	\$ -	\$ -	\$ -	\$ -
New Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Infrastructure Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 59,131.00	\$3,000,000.00	\$ -	\$ -	\$ -	\$ 3,059,131.00

QUESTIONS



Thank You

