



COUNTY OF YOLO
OFFICE OF THE DISTRICT ATTORNEY
JEFF W. REISIG, DISTRICT ATTORNEY

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YOLO COUNTY DA LAUNCHES “PAPERLESS OFFICE” PROJECT

Prosecutor’s Office Goes Green By Eliminating Thousands of Paper Files While Also Increasing Efficiency and Reducing Costs

(Woodland, CA) – June 1, 2011 - Yolo County District Attorney Jeff Reisig announced that the Yolo County District Attorney’s office has successfully launched its “Paperless Office” project in an effort to improve efficiency in the local criminal justice system and reduce the overall costs to the taxpayers that are associated with the creation and maintenance of thousands of criminal case files every year. Under the new paperless system, criminal cases files are created and maintained in a digital (paperless) format that can be utilized by prosecutors in court through the use of laptop computers and a wireless internet connection.

The Yolo DA’s office initiates approximately 8,000 to 10,000 criminal prosecutions annually. Traditionally, each prosecution has required the creation of a paper file that is typically comprised of police reports, attorney motions, photographs and other documents, which is then maintained by DA secretarial staff and carried into court by prosecutors. In many cases, multiple appearances are required in court before a case is resolved. For example, in 2010, secretaries and attorneys prepared and appeared in court on almost 13,000 files.

“The amount of employee time that has typically gone into creating and caring for these thousands of paper files each year is staggering,” District Attorney Reisig said. “We estimate that thousands of hours of secretarial staff time in the past were spent simply locating files in one of our many file storage rooms or other locations where the paper file may have been placed. This costs the taxpayer. Under the new paperless system, all of this waste is eliminated by instant access to a complete digital file on our computers.”

The first major implementation of the Yolo DA’s paperless office system occurred in April of this year when paper files were replaced with digital files for all new

misdeemeanor cases and attorneys were equipped with the latest Hewlett Packard laptop computers for use in court.

“As a result, we have now successfully implemented the Paperless Office project in over 70% of all of our new case filings,” said Reisig.

In addition, older case files are being scanned on digital copiers and converted to digital files so that old paper files can be eliminated completely over time. It is expected that the DA’s office will be 100% paperless in all new filings by late summer of this year.

The paperless system will also enable the District Attorney to provide better service to victims of crime and to the inquiring general public and media by eliminating delays caused by a DA employee having to manually search for a case file in order to review and obtain relevant information. "All of the important case file information will now be immediately available to prosecutors and other DA staff serving the public with a simple click of a few computer buttons," Reisig explained.

The “Paperless Project” is the result of a public/private collaboration between the Yolo County District Attorney’s Office, The Yolo County Information Technology and Telecommunications Department and SyTech Solutions, a California based document and data management services company. The project, which has a total cost of approximately \$200,000 is being principally funded through the use of asset forfeiture funds, which is money seized from those convicted of certain drug related offenses, as well as a recently awarded grant from the Yolo Indian Gaming and Local Community Benefit Committee for over \$26,000.

It is believed that the Yolo County District Attorney’s Office is the first district attorney’s office in California to have actually implemented the innovative paperless file system in the office and courtroom. DA Reisig stated, “Ultimately, as challenging as this change has been for our entire office, I am convinced that we have an obligation to make better use of technology to cut long term costs and improve efficiency in government. This project does exactly that.”

The estimated cost savings will be approximately \$450,000 over the next three years.

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