



**THE CASPER CORPORATION**  
*A SYSTEC COMPANY*

**PBS – CASE STUDY**

**SE Michigan District Court**



**CHALLENGE:** A SE Michigan District Court building would be ready for occupancy in either late September or early October. The active and inactive court documents for the entire District Court including; civil, criminal, probation records and tickets had to be **moved** and **stored** in cost effective but efficient equipment. Jim Aitken, the court’s Superintendent of Building and Grounds, was very certain he wanted a supplier that could provide total project management with an established record of successfully completed projects that included courts and police departments. The bidding company had to be able to provide the required storage equipment and professional business services to relocate the court records.

**SOLUTION:** The first order of business, with the help of the Court Administrator, we were able to take an in-depth look at the current work flow procedures to make sure that nothing was lost in the transition and that there would be room for expansion within the file systems. Once the equipment designs and selections were made it was time to look at the how to arrange the many documents with-in the new systems.

This survey was also necessary to allow for the most effective use of the “high-density” concept in filing while keeping in mind the layout of the new work areas and the efficiencies required there. The actual physical move of the records was planned and scheduled in stages to insure minimal disruption to the staff and the many other entities working to ensure a smooth transition to the new facility.

Casper Systems and Professional Business Services representatives were able to coordinate each step of the project to meet the requested time lines and thereby delivering a comprehensive solution as promised. The project was declared a success when Jim Aitken stated, *“from beginning to end, inception, planning, installation, and moving... the process was smooth, on time and well handled. I compliment your staff for their professionalism”*