

SERVICE PRIORITIES

The objectives of this Plan are to formalize and document the business continuity and disaster recovery policies and procedures of the Minnesota Judicial Branch (MJB) and to provide guidelines to resume time-sensitive business operations and resources. The Business Continuity Plan addresses the logical flow of events in responding to major disruptions in IT services, business functions and technology infrastructure. Specifically, this plan includes the events to:

- a. Continue/resume time-sensitive business operations for the critical and essential business functions.
- b. Activate the resumption and support of those services. (The chain of command, identifying who pulls the trigger and manages the resumption support.)
- c. Provide the ability to initiate restoration procedures of critical computer processing and data communications capabilities quickly following a declared disaster.
- d. Define how the MJB will communicate and coordinate with the Recovery Teams.
- e. Identify the staff assigned to implement resumption support (Recovery Teams) and their responsibilities.

- f. Restore critical operating systems, application systems, IT infrastructure and telecommunications according to the recovery time objectives.
- g. Achieve each of the above objectives in a timely, efficient, and cost effective manner.
- h. Return to a permanent operating environment.

Priority Definition

- 1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
- 2. Services that need to be reestablished within a few days.
- 3. Activities that can be disrupted temporarily (a few days or weeks)
- 4. Activities that can be suspended during an emergency (6-8 weeks).

Priority	Service	Minimum Staff	Telecommuter Option?
1	Click here to enter text.		
1			
1			
2	Court hearings	4	Yes
2	Court administration operations	7	Yes and No
3	Customer service counter	1	No
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4			
4			

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

Successor	Name/Title	Contact- Cell Phone	Contact- Desk Phone
Primary	Robin Hoesley, Court Administrator	507-456-9215	507-686-7022
Secondary	Angie Hutchins, Deputy District Administrator		507-722-7252
	Hon. Joseph Bueltel, District Court Judge		507-686-7026

CRITICAL SYSTEMS

This section should identify the departments' critical systems necessary to perform essential functions and activities. Must have secure internet connection.

System	Current Location	Other Location
MNCIS	Electronic	No
Microsoft Office	Electronic	No
Adobe Acrobat	Electronic	No
Jury Program	Electronic	No
FTR	Electronic	No
eFile & eServe	Electronic	No
Odyssey Task Manager	Electronic	No
Zoom	Electronic	No
CourtNet	Electronic	No
Minnesota Judicial Branch Website	Electronic	No
VoIP Phones/ Fax	Electronic	No
Sharepoint	Electronic	No

Communications

- VoIP Office Telephones
- Faxing
- Cellular Telephones
- Email
- Text messaging
- Zoom

Other Comments or Considerations?

- Full copy of COOP is available at (insert hyperlink to full copy here).

Completed by:

Date:
