

**COMMISSION ON TECHNOLOGY
MEETING MINUTES**

November 10, 2005
10:00 a.m. – 12:00 p.m.

Arizona Supreme Court

Conference Room 119 A/B
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

MEMBERS PRESENT

Louraine Arkfeld (*Tom Brady, proxy*)
Kent Batty
Michael Baumstark
Rebecca Berch, *Chair*
Christopher Cumiskey
Jeanne Hicks
Michael Jeanes
Gary Krcmarik
Martin Krizay
Catherine O'Grady
Marcus Reinkensmeyer
Sheldon Weisberg

MEMBERS ABSENT

Robert Brutinel
B. Robert Dorfman
Peter Eckerstrom
Roger Klingler

GUESTS

John Barrett, *TAC*
Tom Brady, *CACC*
Eric Ciminski, *TAC*
Janet Cornell, *CACC*
Channin DeHaan, *Auditor General*
Jeff Kastner, *Community Legal Services*
Rich McHattie, *Maricopa Clerk's Office*
C. Steven McMurry, *CACC*
Gordon Mulleneaux, *CACC*
Cathy Nemecek, *Scottsdale City Court*
Michael Nickelsburg, *Auditor General*
Eloise Price, *TAC*
Will Taggart, *TAC*
Edward Thomas, *Community Legal Services*
Philip Urry, *Appeals Div. I*

AOC STAFF

Joe Blaszczyk, *ITD*
Stewart Bruner, *ITD*
Karl Heckart, *ITD/TAC*
Stephanie Nolan, *ITD*
Amy Wood, *Court Services*

WELCOME AND INTRODUCTIONS

Vice Chief Justice Rebecca Berch, Chair, called the Commission on Technology (COT) meeting to order at 10:00 a.m. She welcomed members and the public present, as well as those on the conference call. Having confirmed that a quorum existed via roll call, she asked guests in the room to introduce themselves. She reminded members on the phone to print the meeting materials packet or follow along on screen.

Justice Berch stated some rules of operation for the meeting to maintain order during the conference call. She also provided members with a brief update on several items of interest including:

- 2006 meeting dates;
- Progress made in filling vacant COT public member positions and obtaining a replacement County Supervisors Association representative;
- The role of the e-Courts Subcommittee in relation to the COT and her desire to receive a report at the January COT meeting;
- Code standardization staffing efforts and receipt of the draft report from Greacen Associates on limited jurisdiction codes;
- The upcoming report of the Keeping the Record Committee;
- The roll out of iCIS for Consolidated Justice Courts and its upcoming demonstration for interested court representatives;
- The success of the recent Coconino Courts Planning Meeting along with a recommendation that other courts undertake similar efforts; and
- Congratulations to COT member Louraine Arkfeld for winning the National Center for State Courts' Rehnquist Award.

MOTION: A motion was made and seconded to approve the minutes of the September 9, 2005, Commission on Technology meeting. The motion passed unanimously. TECH 05-44.

2007-2009 IT PLAN TEMPLATE AND COMMUNICATION PACKAGE

Stewart Bruner, IT Strategic Planning Manager for the Administrative Office of the Courts (AOC), talked the Commission through a set of slides detailing the approach for obtaining court input to the Arizona Judicial Branch Information Technology Strategic Plan for 2007 through 2009. He focused on the communication process, beginning with presiding judges throughout the state and branching out to court business and IT contacts. The milestone schedule shown called for countywide and appeals court plans to be submitted by March 10, 2006. A couple of members expressed concern that the two-part creation process being proposed would increase the burden on participants in the process of more clearly aligning business and IT input, but they were willing to give it a try. It was agreed the process would be re-evaluated before the next planning cycle to ensure its efficiency.

Marcus Reinkensmeyer pointed out work underway in Maricopa County to create a more consolidated limited jurisdiction court plan, one of the goals for this year's planning process previously expressed by COT.

MOTION: Approve the template, project spreadsheet, milestones, and communication package for the IT Strategic Plan for 2007-2009 as presented. The process will be re-evaluated prior to next year's effort beginning. The motion passed unanimously. TECH 05-45

CASE MANAGEMENT SYSTEMS ROLLOUT

Karl Heckart, AOC ITD Director, provided background about the AGAVE case management system (CMS) development and the assumptions being made to estimate the amount of staffing and types of skills required to implement it in subsequent courts. The assumptions provided fall in the following main areas:

- Validating the functionality of the software,
- Identifying the business processes inherent in the system,
- Ensuring AOC is able to support the application internally,
- Dealing with operational issues associated with the new environment,
- Ensuring individual courts are prepared for implementation.

Karl reviewed a "best guess" schedule for the upcoming activities based on the projected implementation date of the AGAVE CMS at Pima Superior Court. He described team roles and the staffing plan he used to derive the \$159,000.00 out-of-cycle State JCEF budget that would be requested from AJC if approved by COT. He reminded members that IT staffing remains tight and courts would be asked to provide some volunteers to the effort (AOC would reimburse the travel-related costs).

The choice presented to members was to move forward now with an out-of-cycle budget request or wait to see if AGAVE development remains on schedule and go forward with the normal budget process next year. Members discussed the urgency mentioned in the recent letter from the clerks' association; whether resources could be moved from the current statewide CMS, AZTEC, and/or the FARE program to support transition activities; how this transition would relate to a limited jurisdiction court CMS transition; whether the numbers Karl showed today were contained in the funding subcommittee report previously provided to COT; whether proposed transition activities would negatively impact the current development effort in Pima; and the importance of showing momentum in the CMS arena even as we pursue reversal of the Legislature's JCEF sweeps.

The consensus was not to delay further when courts have already waited a long time for the AZTEC replacement system.

MOTION: Approve the plan and estimated budget for the statewide case management systems transition and rollouts as presented and recommend that AJC approve use of FY06 monies as specified to begin the analysis process in support of the transition and rollouts. The motion passed unanimously. TECH 05-46

A budget request for \$159,000 in State JCEF will be made at the scheduled AJC meeting in December.

PHOENIX JUSTICE COURT ELECTRONIC CASE INITIATION FOR FORCIBLE DETAINERS

John Barrett from Maricopa Trial Courts Court Technology Services department presented the business case for a pilot project that would allow attorneys to electronically initiate forcible detainer cases in the Central Phoenix Justice Court. He stated that Maricopa County Superior Court currently provides decree printouts for various case types and desires to expand beyond the paper process. The proposed solution is estimated to cover 80 percent of cases by focusing on filings by the five largest law firms. Attorneys would access the current e-Court Internet site, sign on with a unique ID and password, supply required information, pay for the filing, and submit the case for processing. The e-Court site would interact with the recently implemented iCIS case management system to initiate the case and return case number, hearing date/time, and other information to the attorney.

No electronic transmission or storage of documents will take place in the pilot. The pilot will run concurrently with the paper-based filing method. The project has been approved by COT's Court Automation Coordinating Committee and is a high priority of Presiding Judge Mundell.

Judge Steven McMurry of the Central Phoenix Justice Court elaborated on the benefits to all stakeholders, including tenants, inherent in the use of automation and changes to court forms used in the pilot. He pointed out an estimated 6-minute time savings for the clerk associated with each e-filed case as well as automation's ability to close a number of loopholes or prevent oversights that have negatively affected tenants due to the high number of concurrent cases being processed manually.

MOTION: Approve the request to pilot electronic case initiation in Central Phoenix Justice Court forcible detainer cases. The motion passed unanimously (Marcus Reinkensmeyer abstaining). TECH 05-47

Justice Berch asked that the representatives from the project return to report lessons learned and benefits realized following the implementation.

CALL TO THE PUBLIC

After verifying that members had no further items to discuss, Justice Berch made a call to the public. Jeff Kastner from Community Legal Services responded to the call and asked Judge McMurry whether printouts would be available to case parties upon request (in the case of a lost summons or complaint) and whether attorneys would be able to override the default text within the forms being proposed for the forcible detainer e-file project. Judge McMurry responded that the court would make a printout of the summons or complaint available upon request and that the dialogue remains open on the detailed content of the complaint form to be used by attorneys in the pilot.

The next COT meeting is scheduled for January 6, 2006, in Conference Room 119 A/B of the Arizona State Courts Building.

The meeting adjourned at noon.