

**COMMISSION ON TECHNOLOGY
e-COURT SUBCOMMITTEE
LIMITED JURISDICTION COURTS SUBTEAM
Justice Court Forms Work Group
MEETING SUMMARY**

January 26, 2007
1:30 p.m. – 3:00 p.m.

Conference Call 602-542-9006
State Courts Building Room 415

MEMBERS PRESENT

Dennis Lusk, *Chair*
David Cooper
Thelma Faulkner
James Montgomery

MEMBERS ABSENT

Angela Buso
Jose Louis Castillo
Diane Chesley
Summer Dalton
Joy Dillehay
Rebecca Macbeth
Susie Nelson
John Ore
David Widmaier

GUESTS

Mark Madden

AOC STAFF

Stewart Bruner, *ITD*
Jennifer Greene, *CSD*

WELCOME AND INTRODUCTION

Judge Dennis Lusk welcomed members and guests to the call at about 1:30 p.m. and took the roll of those present. He put the task at hand in perspective as relating only to customer forms outside the areas of orders of protection and garnishment. The focus will be on the data itself rather than the appearance. The team needs to arrive at categories of forms, specific form names and then the specific fields of data those forms need to contain.

DISCUSSION

Discussion involved whether Mac/Apple users would be served by the same forms as PC users, how far forms go toward the prohibited “giving of legal advice,” whether barcodes should be placed on forms when printed, the wisdom of providing standard locations for the similar pieces of information across all forms, and whether help should be context sensitive or available via a separate document for download.

There was also conversation about how to maintain the set of forms once developed and posted. The protective order forms are currently being maintained centrally. A statewide forms committee following the paradigm of rules changes was suggested.

DECISIONS

Members agreed with categorizing forms as follows:

- Generic - including change of address, request for audio copy, motion to _
- Generic Civil/Small Claims - including, application for deferral or waiver, petition in support of debtor's examination, notice of dismissal/satisfaction of judgment, counterclaim, reply to counterclaim, affidavit and entry of default, petition and order for change of venue, subpoena, writ of restitution, writ of execution, civil motion to set aside judgment, motion to _, civil notice of appeal
- Civil - including civil notice of trial, civil summons, civil complaint, civil answer, civil request for hearing, civil subpoena, disclosure statement, motion to _, notice of appeal
- Small Claims - including small claims instructions, small claims summons, small claims complaint, small claims answer, transfer from small claims to civil, motion to _
- Forcible Entry and Detainer - including forcible detainer instructions, forcible detainer complaint, forcible detainer summons, forcible detainer answer, motion to _, notice of appeal
- Garnishment
- Feed Liens - including live stock complaint, live stock summons, live stock judgment, motion to _, notice of appeal
- Impoundment

ASSIGNMENTS

Members volunteered to analyze each category of forms and return a set of required data by form. Those not in attendance are being assigned to categories. Analysis is due to Stewart Bruner and Judge Lusk by February 9 in preparation for a full review at the next meeting, February 16 at 1:30 p.m.

- Generic - Dennis Lusk and Summer Dalton
- Generic Civil/Small Claims - James Montgomery
- Civil - Thelma Faulkner and Joy Dillehay
- Small Claims - Mark Madden and Angela Buso
- FED - David Cooper
- Garnishment - Jennifer Greene
- Feed Liens - Dennis Lusk and Summer Dalton
- Impoundment - Dennis Lusk and Summer Dalton

Judge Lusk thanked those on the call and adjourned the meeting at about 2:45 p.m.