

Combined Judicial Information Systems Council Meeting and
Odyssey Steering Committee
Meeting Minutes
Judicial Information Division
Thursday, April 17, 2014
9:34 - 11:53 am

JIFFY Voting Members Present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Greg Ireland
Robert Mead
Judge Stan Whitaker
Judge Camille Martinez-Olguin (video)
Judge Richard Knowles
Judge Duane Castleberry
Judge Alan Kirk
Tobie Fouratt
Jason Jones

Non-Voting Members Present:

Justice Petra Jimenez-Maes
Steve Prisoc
Renee Cascio

JID Staff Present:

Grace Catanach
Annie Hall
Trixi Bubemyre
Carlos Cordova
Pat Mente

Guests Present:

Lydia Romero
Cynthia Pacheco
Kennon Crowhurst (video)
Jeanette Rael
Orlando Ulibarri(video)
Deborah Gutierrez-Torres (video)

OSC Members Present:

Arlene Baca
Wendy Jones
Jamie Goldberg
Tom Feilmeier
Judge Sarah Singleton
Judge Sharon Walton (video)
Karen Janes
Lisa Farnum (phone)

I. Approval of Agenda. Judge Bustamante called the meeting to order at 9:34 am. The agenda was accepted as presented.

II. Budget and Revenue.

JID Revenue Pipeline. Lydia Romero presented the “*JID Revenue Pipeline*” and reported that the collections for March were \$278,962, which is slightly higher than last year at this time and that there is approximately \$276,000 in available budget balance. Ms. Romero stated that there is a projected transfer of \$161,501 from Red Light revenue to cover Odyssey rollout costs. The total ending fund balance for all sources as of March 2014 is \$781,190 which is \$154,000 lower than February’s due to the Metropolitan Court rollout. There remains in the Computer Enhancement Fund at total of \$13, 838 in Telecommunications and \$116, 543 in Disaster Recovery that must be spent by June 30, 2014. Ms. Romero explained that the Red Light revenue of projected revenue for April through June of this year for Las Cruces and Santa Fe are blank. The two municipalities are negotiating contracts with the companies that provide the Red Light camera equipment.

III. JIFFY Subcommittee Activities.

Judges User Group. Judge Mitchell stated that OJUG met and operated as a subcommittee.

- **Counting self-represented cases and interpreter-involved cases.** Judge Singleton presented an issue from the Conference of Chief Justices concerning how courts and states count self-represented cases. One recommendation is for JID to remind courts to be keeping a record of pro se litigants and remind the courts that when the court allows an attorney to withdraw from a case, and that party has twenty days to obtain new representation, that the case is then counted as a pro se case. Judge Mitchell appointed a subcommittee including Tobie Fouratt, Renee Cascio, Christal Bradford and Judge Singleton to come up with procedures and recommendations as to the most efficient way to track when attorneys enter limited appearances. Issues the subcommittee will study are when a party is given twenty days to get an attorney, the party is considered pro se until the party has obtained legal representation. If there are multiple defendants and one defendant does not have legal representation, the case will be listed as a pro se case.

- **Disposition Code Committee.** The Disposition Code Committee has not met for several months due to the Metropolitan Court rollout, as input from JID staff was needed to move forward. The committee will resume meeting in May.
- **Judicial access to sealed cases.** Judge Mitchell reported that the Rules for Limited Jurisdiction Committee brought this issue to OJUG as a result of the need for limited jurisdiction courts to have the ability to view competency cases. Judges who have out of district assignments do not have access to those cases when they are in their home court. The recommendation by OJUG was to open the restriction up for sealed cases, that all judges and their TCAA and bailiffs (upon the request of the judge), be able to view sealed cases. Magistrate judges and their chief clerks would also have access to these sealed cases.

Judge Castleberry moved to approve allowing all judges and their TCAAs and bailiffs (upon the request of the judge), the ability to view sealed cases. Magistrate judges and their chief clerk would also have access to these sealed cases. This access will be implemented by JID staff over time. Judge Whitaker seconded. No opposition noted. Motion carried.

Charging for proposed orders. Judge Mitchell explained that proposed orders are delivered to judges through special email accounts. OJUG is recommending transitioning from the email process into having everything go through File & Serve. There would be a charge for proposed orders and that would necessitate creating new event codes.

Judge Mitchell moved to approve transitioning from the email process for proposed orders, to having everything go through File & Serve. Proposed orders would be logged in as proposed orders and objections would be logged in as objections. There would be a charge for propose orders and there would need to be new event codes. Judge Whitaker seconded. No opposition noted. Motion carried.

Odyssey Steering Committee. Tom Feilmeier reported that the Odyssey Metropolitan conversion was completed on March 3, 2014 and post conversion scripts are still in progress to verify the data integrity and to correct any data that

did not map properly the first time. There are three application program interfaces (APIs) that will be installed into the test environment before being deployed. Two APIs are still being developed by Tyler. Mr. Feilmeier pointed out that attaching a scanned image to either a citation or a charge may incur not only considerable staff resources but also some funding as well. The major improvement efforts that have taken place to date are: Traffic Arraignment, Browse Docket, Officer Scheduling, Officer Check-in and Courtroom Hearing Kiosks. Mr. Feilmeier explained that there are approximately 50 sub-projects of development still needed and a weekly meeting is being held to prioritize them and insure that resources are being allocated properly to the list of remaining projects.

- Judge Walton stated that there were a large number of users that had access to the Legacy system. Secured Odyssey Public Access (SOPA) has been implemented for the justice partners of Metropolitan Court; however SOPA is not available to private attorneys. Judge Walton expressed concern that the District Attorneys are given access to something that the private bar does not have access to as well. Justice Maes stated that due to the fact that this is a security issue, Chief Justice Vigil asked that it be removed from the JIFFY agenda in order for the Supreme Court to decide who will be given access and the extent of the access that will be granted to public users. Steve Prisoc reported that JID is in the process of developing a public OPA module with Tyler however, there are some technical issues such as removing personal identifiers that must be addressed before the module can be made available for public access.

IV. CIO Report. Steve Prisoc presented the handout entitled “*High Level Analysis of Judicial Information Division Strengths, Weaknesses, Opportunities and Threats (SWOT Analysis)*”. Mr. Prisoc presented JID weaknesses, which includes an inadequate and uncertain funding stream, expensive and inadequate telecommunications environments around the state and a mixed technical environment that requires different skill sets. He also discussed the difficulties associated recruiting qualified employees to support both environments. The loss of experienced management and staff is a considerable threat to JID, in part due to the almost non-existent pool of available IT staff and managers experienced in the justice and court fields. Budget hardships are an ongoing threat to JID programs and project plans. Mr. Prisoc stated that the weaknesses and threats must be planned for over the next few months.

Heartbleed. Mr. Prisoc explained that Heartbleed (a significant programming defect in OpenSSL) has been patched in JID's infrastructure but he urged judges and staff to change their passwords on a regular basis and not to share them with TCAAs or other staff.

V. Purchase Requests.

- The Ninth JDC requested the approval for end of the fiscal year purchases for seven Dell computers, seven Dell printers and four Netgear NAS servers (for storage of court audio) not to exceed \$15,000.

Judge Mitchell moved to approve the request by the Ninth JDC to purchase seven Dell computers, seven Dell printers and four Netgear NAS servers (for storage of court audio) not to exceed \$15,000. Judge Castleberry seconded. No opposition noted. Motion carried.

- Jeanette Real from the Eighth JDC requested approval from JIFFY to submit a capital outlay request for FY15 in the amount of \$71,858.13 to complete the video conferencing equipment installation for the Clayton District Court.

Judge Mitchell moved to approve the request by the Eighth JDC to submit a capital outlay request for FY 15 in the amount of \$71,858.13 to complete the video conferencing equipment installation for the Clayton District Court. Greg Ireland seconded. No opposition noted. Motion carried.

- Wendy Jones requested approval to purchase twelve monitors, eight desktop computers, one color printer and ten Dell laptop tablets totaling \$18,489.05 for the Court of Appeals.

Judge Knowles moved to approve the request by the Court of Appeals to purchase twelve monitors, eight desktop computer, one color printer and ten Dell laptop tablets not to exceed \$20,000. Robert Mead seconded. No opposition noted. Motion carried.

- Kennon Crowhurst from the Fifth JDC requested approval to purchase 50 Dell dual monitor units to cover Chaves, Eddy and Lea Counties, not to exceed \$20,000.

Judge Mitchell moved to approve the request by the Fifth JDC to purchase 50 Dell dual monitor units to cover Chaves, Eddy and Lea Counties, not to exceed \$20,000. Judge Knowles seconded. No opposition noted. Motion carried.

VI. Review and Approval.

- **Statewide Parking Lot.** Steve Prisoc reported that the Parking Lot had been prioritized by JID management, but noted that it is not preferable to do the prioritized projects one at a time, sequentially. Inevitably, several projects will be in process simultaneously. Mr. Prisoc stated that the priority order is not static due to many variables that cannot be controlled by JID. One example of this is the lack of availability of a Tyler product for criminal e-charging. Mr. Prisoc clarified that a number of the items on the list may not be completed for years, as JID is continually being faced with new issues every day that require immediate attention.
- **Criminal E-charging.** Greg Ireland discussed moving Criminal E-charging up into number six or seven at the top of the Parking Lot. Renee Cascio explained that the product for criminal E-charging does not yet exist and will be an entirely different product from civil E-filing. Ms. Cascio explained that Tyler's approach to criminal E-charging is to begin with data from agencies along with documents which must be integrated into the system. File & Serve right now is not programmed to write tables that are uniquely criminal. Judge Bustamante stated that Criminal E-charging would be moved up on the list with the understanding that as of yet there is no product available for implementation.
- **Document Scanning in the Magistrate Courts.** Renee Cascio explained that having magistrate court documents online for everyone in the state would be a significant improvement. Remote document storage is needed and scanners would be necessary for every court. When Odyssey was deployed in Metropolitan Court a program was implemented that made it possible for any document that is created within Odyssey to automatically save the document image to the case event that

the document should be associated with. Mr. Prisoc stated that in addition to staff resources there will be licensing fees, hardware costs and a need for increased bandwidth to implement this project.

VII. Future Meetings. The next meeting will be held on May 15, 2014, 9:30 am, at the Judicial Information Division in Santa Fe.

VIII. Adjourn. Judge Bustamante adjourned the meeting at 11:53 am.