

Judicial Information Systems Council Meeting (JIFFY)
Meeting Minutes
Judicial Information Division
Thursday, May 15, 2014
9:37 - 11:29 am

JIFFY Voting Members Present:

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

Non-Voting Members Present:

Justice Petra Jimenez-Maes
Steve Prisoc
Artie Pepin
Renee Cascio

Guests Present:

Oscar Arevalo
Kennon Crowhurst (video)
Orlando Ulibarri (video)
Theresa Delgado (phone)
Frank DiMaggio (video)
Karen Janes
Judge Sharon Walton (video)

JID Staff Present:

Pat Mente
Annie Hall
Tom Feilmeier
Helen Miller
Trixi Bubemyre

I. Approval of Agenda. Judge Bustamante called the meeting to order at 9:37 am. The agenda was accepted as presented.

II. Budget and Revenue.

JID Revenue Pipeline. Oscar Arevalo presented the “*JID Revenue Pipeline*” and reported that the projected revenue through the end of June is \$3,372,988.31. The total for all sources to carry forward is approximately \$260,000. The only stable Red Light jurisdiction at this time is Rio Rancho, as Santa Fe and Las Cruces are

looking for a new contractor. Civil Case Management figures are lower than expected and red light revenue for this fiscal year is estimated to be \$436,000. The combination of the general fund, SCAF and Red Light funds will cover salaries for the present fiscal year. Next fiscal year there is an additional \$136,000 that was appropriated by the Legislature in addition to having the lease fully paid out of the general fund and at least one staff position will be moved to the general fund from SCAF due to the increase in salary and benefits. The salary increase that will take effect on July 1, 2014, is three percent for all AOC staff. Out of the \$116,000 from special appropriations, \$20,000 will go to the computer refresh fund. Another \$30,000 was appropriated for two vehicles for JID.

III. JIFFY Subcommittee Activities.

Judges User Group. Judge Mitchell stated that Judge Singleton reported that the Disposition Code Committee has completed their work on the civil codes and will have a written report for OJUG at the meeting in July. Cases where the focus is child support, family court, domestic violence and others in that category, are the next case types up for review. The Disposition Code Committee will recruit judges and staff who work in those areas to provide input and the committee should complete their work by the end of the year. The next meeting will be held on July 17, 2014.

Self-Represented Litigants. Judge Mitchell discussed the counting of parties who appeared pro se: Renee Cascio discussed with the National Center for State Courts that the specific information they need from New Mexico Courts and the recommendation from OJUG is that the court clerks are trained to check the box when parties are self-represented on all case types. JID will then go through the data and select the specific information that was requested by the National Center. JID staff will write the procedures to train the clerks when to check the box for SRLs. JID programmers will write a report in Odyssey to alert clerks to check the SRL box if the party does not have legal representation. JID will then write the reports requested by the National Center.

Robert Mead moved to approve initially having JID staff write the procedures to train the clerks when to check the box for self-represented litigants. JID programmers will then write a report in Odyssey to alert clerks to check the SRL box if the party does not have legal representation and subsequently write the corresponding reports requested by the National Center. Judge Whitaker seconded. No opposition noted. Motion carried.

Judicial Access to Sealed Cases. Judge Mitchell reported that district judges TCAAs, magistrate judges and chief clerks now have access to sealed cases and documents. Any courts that are not able to view sealed cases can call JID and be given access to those cases.

Court Calendars. Judge Mitchell noted that at the next OJUG meeting they will discuss the issue of whether out of district judges should have the ability to calendar cases that they are hearing outside of their district.

Odyssey Steering Committee. Judge Mitchell stated that the OSC did not meet in May. Issues that have come up are being handled and current projects are on task. The next meeting will be held on July 16, 2014.

CIO Report. Steve Prisoc referred to the handout “*Summary of Metropolitan Court Odyssey Project Closeout*” and explained that it represents the closeout of the rollout portion (Phase One) of the Metropolitan Court Odyssey project. Mr. Prisoc summarized the initial Odyssey rollout as successful and noted that Odyssey appears to be a good fit for Metropolitan Court. The Project Summary detailed areas such as the 710,000 records migrated into the Odyssey database, the 101,517 staff hours, eight conversions, 22 custom applications that were built in ten months, and 1319 work breakdown structure tasks. Mr. Prisoc noted that Traffic Arraignment had been under scoped, the testing and validation schedule was too compressed and needed more time, and that there could have been better communication with dissemination of project information. Many of the 22 custom applications will be available statewide at some point in the future.

Tom Feilmeier stated that there were a number of applications that were extremely challenging to test and integrate into Odyssey. Mr. Feilmeier recommended that in the future, when customizations are needed, it would be in the best interest of the courts to work more closely with the vendor to build custom applications into the product. Attempting to deploy more than two or three custom applications in a project of this magnitude, poses a significant risk when implementing a new system such as Odyssey.

Proposed Opening Screen Message. Steve Prisoc presented the handout entitled “*Proposed Opening Screen Message for Court Computers*” and stated that JID has the capability to put a message such as this one on all judiciary computers. Mr. Prisoc asked for input from JIFFY members to assist in how the screen message should be worded. This message will inform court employees that their email and text messages are being stored forever and this information would have to be produced if AOC/JID receives a subpoena or IPRA request.

Pending Projects. Mr. Prisoc presented the handout entitled “*JID Pending Projects Prioritized by JID Managers and JIFFY*” and JIFFY members agreed that the projects and their order are what JIFFY had decided upon at the last meeting.

Robert Mead moved to approve that security software be a statewide decision and all courts must have the same security software installed. Judge Whitaker seconded. No opposition noted. Motion Carried.

Computer Enhancement Initiatives. Mr. Prisoc explained that JID would like to ask for enhanced security monies in the amount of \$250,000 for FY16 in order to have quarterly security scans and have more courts scanned by JID’s security vendor. In addition, JID is requesting a new jury application and the cost for that initiative is not known at this time.

V. Review and Approval.

Online Access Committee. Judge Bustamante stated that the Online Access Committee met for the first time on Wednesday, May 14, 2014. The committee

members are Judge Michael Bustamante (Chair), Tobie Fouratt, Judge Nan Nash, Judge Henry Alaniz, Weldon Neff, Fern Goodman and Steve Prisoc. Artie Pepin and Tom Feilmeier are staff members. The committee discussed breaking down online access into short term and long term solutions. The short term solution (pilot project), is to recommend that the private attorneys who work with Metropolitan Court are registered the same way the District Attorneys and the Public Defenders are registered, which will allow them access to Odyssey Public Access (OPA). Tyler's current product allows access to all of (OPA) which means there is no way to suppress personal identifiers in the system. Tyler is working on a completely new product that allows a more nuanced entry into the data which will define the different user groups and varying degrees of access. The general public will have the same access in OPA as they currently have in Case Lookup. Tom Feilmeier handed out a draft spreadsheet of the user group communities who will be assigned to certain groups where each group will have varying levels of access to OPA documents. Each of the columns will show which rights the specific user group receives.

Judge Bustamante explained that the Press and data miners were not listed as separate entities on the user group list. Free access to OPA is limited in that the first page of a document is free but there will be a charge to view or print the subsequent pages of the document. This does not include justice partners of the court. Judge Bustamante asked JIFFY members to make suggestions on ways to improve the spreadsheet.

Video Conferencing Equipment for Courts. JID is ready to assist courts in purchasing equipment and to assure that what courts purchase will be compatible with the video bridge. JID has a number of video projects in progress such as the five year project (now in its third year) to refresh all systems at AOC, JID, the magistrate courts and the detention centers throughout the state. The Video Remote Interpretations project is in the testing phase and seems to be accepted by the staff language interpreter and the ASL interpreter. JID's video team is responsible for 104 physical sites, 170 video codecs and 53 video circuits throughout the state.

E-Filing Charges for Court Issued Documents Prepared by Private Attorneys.

Greg Ireland explained that the 2nd JDC has been testing the new version of File & Serve. In the past File and Serve's capability only encompassed finished documents, whereas the new version has a module for proposed orders as well. Previously, proposed orders including Letters Testamentary for probate cases, certificates as to the State of the Record for Defaults, Writs of Garnishment and summons, (court issued documents) went through the email system and there were no charges associated with those documents. Under the new Odyssey File & Serve system, there will now be a charge for proposed orders.

VI. Future Meetings. The next meeting will be held on Thursday, June 19, 2014, 9:30 am at the Judicial Information Division in Santa Fe.

VII. Adjourn. Judge Bustamante adjourned the meeting at 11:29 am.