

**Meeting Minutes of the 184th
Judicial Information Systems Council (JIFFY)
Judicial Information Division (JID)
Thursday, June 17, 2010
9:40-11:27 a.m.**

Voting Members present:

Judge Michael Bustamante, Chair
Judge Karen Mitchell, Vice Chair
Judge Richard Knowles
Judge Camille Martinez-Olguin
Judge Clay Campbell (*via video*)
Judge Alan Kirk
Juanita Duran
Jan Perry (*via video*)
Helen Miller (*via video*)
Robert Mead
Brian Gilmore

Dennis Jontz

Voting Members absent:

Judge Duane Castleberry

JID Staff present:

Andre O'Brien
Brian Eckert
Trixi Bubemyre
Grace Catanach

Non-Voting Members present:

Steve Prisoc
Pauline Toevs

Non-Voting Members absent:

Justice Petra Jimenez Maes
Arthur Pepin

Guests present:

Oscar Arevalo (*AOC-Fiscal*)
Phil Hedrick (*BCMC*)(*via video*)
Deborah Gutierrez-Torres (*2nd DC*)(*via video*)
Frank Dimaggio (*2nd DC*)(*via video*)
Dr. Julie Carroll (*BCA*)
Greg Ireland (*13th DC*)
Mike Hall (*NM Sentencing Commission*)
Banyat Adipat (*NM Sentencing Commission*)
Eddie Chavez (*Admin. Office of the District Attorneys*)
Tom Cole (*ABQ Journal*)
Orlando Ulibarri (*9th DC*)(*via video*)

Minutes taken by: LaurieAnn Trujillo

Judge Michael Bustamante called the meeting to order at 9:40 a.m. and established a quorum.

I. Approval of Agenda. The agenda was accepted as presented.

II. Budget and Revenue

JID Revenue Pipeline Report.

Fiscal Year 2010 Projection Report.

Oscar Arevalo reported the following:

- He referred to the document entitled *JID's Revenue Pipeline-FY10*, which was attached to the JIFFY agenda. Revenue is approximately \$4.1 million. JIFFY may consider

shifting SCAF funds to meet the \$895,000 special appropriation for the case management system.

- Budget - his staff is working on adjustments in payroll relative to a balance that was reserved for Fiscal Year 2010 to cover overage.
- Goal to exhaust all of the General Fund.
- His staff is working with Steve Prisoc, Tom Edwards and Grace Catanach to expend all of the EDMS monies.
- Reestablishing the \$2 million.
- Potential budget cuts for Fiscal Years 2011 and 2012.
- Issues with the Municipal Court Automation Fund.
- He will provide JIFFY with a new report beginning in August that will reflect a snapshot of all of the programs.

There was discussion on the red light camera revenue and potential budget cuts.

Juanita Duran moved approval for Mr. Arevalo to shift SCAF funds to meet the \$895,000 special appropriation for the case management system. Robert Mead seconded. No further discussion. No opposition noted. Motion carried.

III. JIFFY Sub-Committee Activities

Judges User Group. Judge Karen Mitchell reported the following:

- The Judges User Group (JUG) met this morning.
- JUG clarified aging clock issues. JID Staff can now make the necessary changes.
- JUG discussed an issue concerning information from federal courts and how courts should handle such documentation.
- JUG's next meeting is scheduled for July 15th; however, Judge Mitchell asked members to watch their emails to ensure there are issues to warrant a meeting.

Record E-Mail Subcommittee. Judge Bustamante noted that the Record E-Mail Subcommittee did not meet. They are scheduled to meet on June 30th. He hopes the Subcommittee will have a report for JIFFY next month.

Public Access Subcommittee. Judge Bustamante provided JIFFY members with a copy of his letter addressed to the Supreme Court that will be delivered today relative to the work of the Public Access Subcommittee. He is scheduled to meet with the Supreme Court on July 29th.

Odyssey Steering Committee. Judge Bustamante advised that the Odyssey Steering Committee did not meet in June. Judge Camille Martinez-Olguin reported that the project team is training at the Grants District Court. Grants District Court goes live with Odyssey on June 28th. The Thirteenth Judicial District Court (Thirteenth) will go live with Odyssey, EDMS and electronic filing.

E-File Committee. Mr. Prisoc reported the following:

- The E-File Committee met on Tuesday morning.
- He asked for JIFFY's approval for up to \$40,000 to image pending files in the Thirteenth. At this time, he is not sure where the funds will come from.
- He referred to the document entitled *Electronic Filing Manual*, which was distributed to the JIFFY members. The manual was constructed by the Thirteenth's staff to be used by attorneys.
- Electronic filing is currently working at the Thirteenth.
- 600 attorneys are currently registered to file documents electronically.
- The biggest complaint received has been relative to fees. Up to ten documents can be included in the \$6.00 filing fee. As services are included, the fees increase.
- Electronic service is much more efficient and cost effective than paper service.
- Concerns on dropping ink signatures.
- To ease concerns, Greg Ireland will conduct a presentation to State Bar Commissioners, and at the 2011 State Bar Convention.
- A fact sheet will be created for the Legislature.
- Hope for a July 1st implementation date.
- Speculations about electronic filing.
- He credited Tyler Technologies (Tyler) and Wiznet.

There was discussion on the following points:

- Suggestion to conduct presentations at the individual county bars.
- The Thirteenth will go mandatory with civil filings on July 1st.
- The Thirteenth has provided training and has sent out numerous notices.
- At this time, the Thirteenth is not accepting initial complaints or demand for jury trials due to money issues. The integration piece with Odyssey and Wiznet should be complete by fall. At that time, the Thirteenth will consider getting those initiating documents through electronic filing.
- Fees.

Mr. Mead moved approval for expenditure up to \$40,000 for pending file imaging in the Thirteenth, subject to availability of funds. Judge Martinez-Olguin seconded. There was discussion relative to: funding sources; concerns relative to destroying paper; the upcoming records retention meeting to address a statewide rule; suggestion to open electronic filing to other case types; costs; resource concerns; subsidizing Tyler fees; support to conduct archival phase at the beginning; the Thirteenth reserved funds to pay overtime to staff; the Thirteenth had EDMS funds but some of the funds were used to purchase Odyssey add ons; and, per capita the Thirteenth has the lowest number of staff of any court in the state. **Brian Gilmore asked for an amendment that JID Staff advise JIFFY how this purchase will be funded before JIFFY consents to the purchase. Mr. Prisoc advised that the purchase would be funded by SCAF/Case Management funds.** There was further discussion relative to concerns raised about not putting off other projects to fund this project; \$40,000 is the cap and JID hopes to spend less

by exploring options; other funding options; and, concerns with using case management funds. Mr. Prisoc reiterated that this expense would be funded by the SCAF Fund, unless there is a lapse in funds that could pay for this expenditure. **Mr. Gilmore and Judge Richard Knowles asked that JID Staff report back to JIFFY how this expenditure was paid for. No further discussion. No opposition noted. Motion carried.**

IV. CIO Report. Mr. Prisoc reported the following:

- He referred to the handout entitled *Oregon eCourt: Improving Judicial Outcomes and Services*, which was distributed to JIFFY members. Oregon has yet to select a vendor.
- He referred to the handouts entitled *Notes on Media Reaction to Ralph Montoya Double Homicide* and *DRAFT: Factual Errors in Recent Albuquerque Journal Articles Regarding the Judicial Information Systems Council's Case Lookup Recommendations*, which were distributed to JIFFY members. He asked for JIFFY's input on these documents as he hopes to use this information to solidify the Judiciary's relationship with media outlets.
- A security full audit of the Judiciary's system is scheduled on Monday. JID Staff will conduct internal intrusion as well as security monitoring at the Thirteenth.
- Supreme Court opinion site has been in production since the last JIFFY meeting. The application has been well received and he is hoping to expand this application to the Court of Appeals.
- Performance evaluation application pilot is currently running at JID. It is now digitized and works very well. He congratulated the JID Development Team for their work on this application.
- Electronic citations project has been running for several weeks. He spoke of the disappointment relative to state police officers not writing as many citations. The Department of Transportation has not been anxious to facilitate this project, so he asked JIFFY for direction on how to proceed. He explained that JID is booked solidly and cannot support and expand this system.
- Virus and SPAM reports.
- Implementations at the Thirteenth (Odyssey, electronic filing and document management).
- An Internet version of One Source for the magistrate courts is currently being piloted. This application could save the Judiciary \$45,000 in Fiscal Year 2011. At the next Court Administrators Council meeting, he will encourage district courts and the Bernalillo County Metropolitan Court (BCMC) who are interested in One Source to work with JID Staff.
- JID Staff are reducing the number of physical servers with Informix. This could save the Judiciary approximately \$85,000 in Fiscal Year 2011.
- He introduced Brian Eckert, the new JID Systems Manager.
- Installation of new Xerox printers throughout the magistrate courts. He credited Mr. Arevalo for researching cost savings in the magistrate courts and for negotiating a new contract with Xerox that will save the Administrative Office of the Courts a substantial

amount of money and improve services.

There was discussion on the following points:

- Alabama electronic citations project
 - Agencies may see the Alabama electronic citations project as a threat because it competes with the TRACS system.
 - Suggestion to market the Alabama electronic citations project to the Association of Counties and to the Municipal League.
 - Motor transportation issues more tickets than the New Mexico Department of Public Safety.
 - The electronic citations server has not been purchased.
 - Supreme Court and Legislative interest in the electronic citations project.
 - Citations with multiple violations.
 - Marketing agencies to take over the project.
- Xerox printers - The capability to print to the network printers is currently available, however, clerks are not anxious to give up their individual printers. He is working with Karen Janes to ensure clerks use the network printers to save on toner expenses.

Action Item: Per Judge Bustamante, Mr. Prisoc, Judge Alan Kirk and Judge Mitchell to contact Judge Robert Corn to discuss the electronic citations project.

Action Item: Per Judge Bustamante, Mr. Arevalo to contact Gina Maestas to conduct a cost efficiency analysis on printing at the Court of Appeals.

V. Purchase Requests

Request for Odyssey-Related Software Licenses. Mr. Prisoc asked for JIFFY's approval to expend up to \$30,000 to purchase Word or Microsoft Office licenses. JID has reserved money for this expenditure. JID will continue to support WordPerfect indefinitely.

There was discussion on the following points:

- The cost of a Word license is \$118. The cost for a Microsoft Suite license is \$369.
- Some courts use Outlook as their client.
- The ability to use Word and WordPerfect.
- The Judiciary is fully licensed to use WordPerfect and it will be part of the image for new Judiciary computers.

Mr. Mead moved approval for JID to expend up to \$30,000 in Word or Microsoft Office licenses. Judge Mitchell seconded. No further discussion. No opposition noted. Motion carried.

VI. Review and Approval

Discussion on Sentencing Commission Request to Use Judiciary Data for DV Reporting. Mike Hall of the New Mexico Sentencing Commission (NMSC) spoke of the following points:

- Nine months ago, he asked JIFFY for approval to share BCMC and district court data with Sharon Pino, the Chairman of the Domestic Violence Leadership Commission.
- NMSC invested a lot of time developing reports for data to be pulled through the New Mexico Consolidated Offender Query (NMCOQ) from the Judiciary's data.
- Today's request relates specifically to BCMC domestic violence data.
- Due to the switch over to Odyssey, NMSC realized that all of the reports and queries that they ran against the old case management system were quickly becoming obsolete.
- Mr. Gilmore approved their request contingent on JIFFY's approval.
- He read a letter from Ms. Pino because she was unable to attend today's meeting due to other commitments.
- NMCOQ is a highly secure registry and is only accessible by state justice personnel.
- Personal announcement that Mr. Hall just accepted a position with the Administrative Office of the District Attorneys.

Mr. Mead moved to approve the NMSC's request to release BCMC domestic violence data to Sharon Pino. Judge Mitchell seconded. Mr. Gilmore pointed out that the BCMC had no problem with the release of the data but noted that there were some things that they did not understand how the NMSC was deriving on the analysis. **No further discussion. No opposition noted. Motion carried.**

Discussion on New Supreme Court Sealing Rule and Its Effect on Case Lookup. To comply with the new Supreme Court Rule, Mr. Prisoc reported that as of July 1st, subject to JIFFY's approval, the public Case Lookup will only display the year of birth. He will report to JIFFY on any backlash received. The display of the last four digits of the social security number will be implemented after July 1st, with JIFFY's guidance.

There was discussion on the display of the last four digits of the social security number.

Action Item: *Per Judge Knowles, JID Staff to post a notice of the changes on the initial public Case Lookup page and on the disclaimer page.*

Discussion on Final Submission of PAS Document to the Supreme Court. Judge Bustamante reiterated that the Public Access Subcommittee Document would be delivered to the Supreme Court today. Mr. Prisoc referred to the documents entitled *Report and Recommendations of the Public Access Subcommittee to the Judicial Information Systems Council the Information Technology Advisory Board to the New Mexico Supreme Court on Public Access to Court Case Records Via the Internet* and *Executive Summary*, which were distributed to JIFFY members. These documents are the final documents that will be delivered

to the Supreme Court today. He thanked LaurieAnn Trujillo for her proof-reading contribution on the documents.

VII. The next meeting will be held on Thursday, July 15, 2010 at 9:30 a.m. at JID. There was discussion about the Bar Convention being held on July 15th.

VIII. Adjourn. Judge Bustamante adjourned today's meeting at 11:27 a.m.

IX. Additional Attachments

Project Status Report. There was not discussion relative to the *Project Status Reports*, which were attached to the JIFFY agenda.

Final Minutes Approved by Judge Bustamante on July 1, 2010.