

**MEETING MINUTES  
MINUTE ENTRY REFORM WORK GROUP  
Judicial Education Center,  
541 E. Van Buren, Phoenix  
February 22, 2002  
10:00 a.m. - 2:00 p.m.**

Attendees:

Vesta Blakeman	Pinal County
Carolyn Castillo	Navajo County
Marian Catt	Maricopa County
Jeffery Coker (Co-Chair)	Coconino County
Denise Lundin, (Co-Chair)	Cochise County
Scott Martin	Court of Appeals, Division II
Carol Schrieber	Maricopa County
Sandy Roundy	Mohave County
Phil Urry	Court of Appeals, Division I
Jennifer Greene	AOC Committee Staff
Ted Wilson	AOC Committee Staff

**I. Report on the Presentation of the Work Group's Recommendations to the Committee on Superior Court**

Denise and Jeff detailed their experience before the Committee on Superior Court on January 25<sup>th</sup>. The Committee was receptive to the Work Group's recommendations, suggested a few changes in the proposed rule defining distinctions between minute entries, orders and notices, and voted to permit the Work Group to continue with its mission. Judge Kaufman suggested that the proposed rule should clarify that minute entries may include orders or notices announced during a court proceeding. That modification has been made to the proposed rule.

**II. Status Report for AOC Director**

Denise solicited input from those assembled on what to include in the status report requested by Dave Byers. She will mention the recommendations, the reaction from the Committee on Superior Court at the January 2002 meeting, the plans to provide training on the invitation of the new judge orientation and judicial conference organizers and the formation of subcommittees of the Work Group.

### III. Maricopa Minute Entry Reform Update

Marian Catt explained the progress of the Superior Court in Maricopa County's efforts to reform criminal minute entry practices. This division of the court has made the most progress. Although they have not actually eliminated many minute entries, many have been reduced from multiple pages to one page forms. Several forms are being piloted, and the presiding criminal division judge has agreed to consult with individual judges who wish to modify the standardized forms developed by the reform implementation committee.

Carol explained that the civil reforms have had to await the recent automation integration project which is underway. Family court will be the first integration, then probate, civil and finally criminal. The court's new iCIS (integrated court information system) system is replacing the old legacy database and is being built to accommodate an eventual link up with the statewide AZTEC system.

### IV. Subcommittee Assignments

The following subcommittees were created, and were able to meet in break out sessions after lunch. Assignments were made, but Denise also asked that others be brought in to help:

- **Rules & Codification** (Greene, Urry, Scott Martin, Virlynn) – this group will work on drafting rule changes and recommendations for amendments to statutes to eliminate unnecessary references to “minute entry” and conform rules, administrative orders and statutes with the Work Group's recommendations, recently reviewed by the Committee on Superior Court. The group will also finalize the proposed rule to define when minute entries are most appropriate.
- **Curriculum/Training** (Lundin, Coker, Catt, Wilson, Castillo) – this group will design training material and make a presentation this Spring to the new judge orientation and the judicial conference, as requested by Judge Stauffer. The focus of the training will be on appropriate use of minute entries. They hope also to use this opportunity to promote the reforms recommended by the Work Group.
- **Document Development** (Wilson and (Schreiber offered the support of – Sue Fremouw and Lora Eng of her office) – this group will put together suggested forms and determine how certain routine filings should be denominated, e.g., minute entry, order, notice.
- **Technology** (Schreiber, Blakeman, Greene) – This group will report on what type of automation, if any, is being used currently to generate minute entries, and what other products are available.

The co-chairs asked that the subcommittees be prepared with at least preliminary versions of their anticipated final products for the next meeting.

They also asked members to enlist support from additional judges and judicial assistants. Judge Coker suggested a domestic relations judge could provide needed input.

#### **V. Next Meeting**

The next meeting of the Work Group will be held on April 12<sup>th</sup> at Michael Jeanes' new facility at 6<sup>th</sup> Avenue and Jackson in Phoenix.

The meeting adjourned at 1:45 p.m.