

**DRAFT
MEETING MINUTES
MINUTE ENTRY REFORM WORK GROUP
Maricopa County Clerk of the Court
Customer Service Center
601 W. Jackson Street
Phoenix, AZ
April 12, 2002
10:00 a.m. - 2:00 p.m.**

Attendees:

Carolyn Castillo
Marian Catt
Hon. Jeff Coker
Denise Lundin
Lisa Royal (for Kent Batty)
Carol Schreiber
Phil Urry
Wendy Young

Navajo County
Maricopa County
Coconino County
Cochise County
Pima County
Maricopa County
Court of Appeals, Division 1
Yavapai County

Staff: Jennifer Greene, Ted Wilson, Court Services Division, AOC

Guest: Michael Jeanes, Maricopa County Clerk of Court

1. Progress of Maricopa Minute Entry Elimination/Reform Efforts

Marian Catt provided an update on minute entry reforms in Maricopa Superior Court. Integration between the clerk's functions and the new ICIS (Integrated Court Information System) is on-going. Judge Burke is conducting a pilot project in the civil department to find alternate ways to provide parties with minute entries without using the U.S. mail. Parties are notified that minute entries are posted to the clerk's Web site. Over 1500 attorneys in 110 law firms have signed up to receive minute entries by e-mail. Counsel are required to notify opposing parties of hearing dates directly and to provide a form of order with every motion filed including stamped envelopes addressed to all parties. The project is also strictly enforcing local rule 3.2(i), which states that no minute entry shall issue if the judge signs a party's proposed form of order (required to be filed with any stipulation or motion).

Clerk of Court Michael Jeanes welcomed the group to the new Customer Service Center and related his recent meeting with the State Bar Civil Practice Section. He explained to the Bar the plans for reforming minute entry practices. He assured the practitioners that information they need will be given to them, but not necessarily in the form of a minute entry, and that the Clerk will continue to make a record of all events. No opposition was expressed.

2. Reports of Subcommittees

A. Curriculum/Training – Denise Lundin and Jeff Coker explained the plan for presenting the work group’s recommendations at the upcoming New Judge Orientation. She asked representatives from Pima and Maricopa to provide statistics on how much paperwork is mailed out in a given day or month, to help make the point at these types of training sessions. She also hopes to make a presentation to presiding judges meeting and to the Arizona Judicial Council.

B. Rules – Phil Urry and Jennifer Greene reviewed their draft of a Rule 28 petition that amends several rules of procedure to implement the changes proposed by the work group. The group also discussed incorporating Maricopa Local Rule 3.2(i) into the statewide rules of practice. This local rule relieves the clerk of the need to create a minute entry when a proposed form of order on a motion or stipulation is filed by a party and signed by the judge. The rule also requires parties to lodge proposed forms of order for motions and stipulations, with stamped addressed envelopes for each party.

C. Technology – The list of questions for a planned questionnaire to be sent to all Clerks of Court was reviewed and edited. Denise said she would circulate the revised survey to the clerks.

3. Tour of the Customer Service Center

After lunch, Carol Schreiber gave a very enlightening tour of the customer service facility to work group members.

4. Next Meeting

The next meeting of the work group will be held on June 7th from 10 to 2 PM in room 230 at the supreme court building in Phoenix. Representatives from Pima and Maricopa were asked to bring a Judicial Assistant to the next meeting for their input.

The meeting adjourned at 2 PM.