

CACC MEETING MINUTES

COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, December 17, 2009

9:00 AM - 10:30 AM

Third Floor Conference Room

TEMPE MUNICIPAL COURT

140 E. 5th Street

Tempe, AZ 85281

AUDIO PHONE NUMBER: (602) 452-3192

AUDIO ACCESS CODE: 1112

MEMBERS PRESENT

Cathy Clarich

Timothy Dickerson*

Julie Dybas

Joan Harphant*

Donald Jacobson

Phillip Knox

Patrick McGrath*

Rich McHattie*

Doug Pilcher (*Jennifer Gilbertson, proxy*)

Michael Pollard, *Chair*

Rick Rager

Lisa Royal

MEMBERS ABSENT

Kip Anderson

Mary Hawkins

Patricia Noland

Paul Thomas

GUESTS

Elvia Carino, *PCCJC*

Jessica Cortes, *Flagstaff Muni Court*

Charles Drake, *PCCJC*

David Stevens*, *Maricopa Superior Court*

AOC STAFF

Stewart Bruner, *ITD*

Adele May, *ITD*

Keith Kaplan*, *CSD*

Renny Rapier*, *ITD*

Jim Scorza, *ITD*

* indicates appeared by telephone

WELCOME AND INTRODUCTORY REMARKS

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just after 10:00 a.m. after confirming that a quorum existed. Staff member Stewart Bruner called attention to the handout of scheduled meeting dates for 2010 and informed members that the April meeting's start time is being changed to 1 p.m. The chair asked for a motion regarding the minutes of the previous meeting.

MOTION: A motion was made and seconded to accept the minutes of the November 19, 2009, meeting. The motion passed unanimously.

MARICOPA CLERK'S FINANCIAL SYSTEM / UPDATE

David Stevens, project manager for the RFR replacement portion of the iFIS project, delivered good news that additional resources will begin work on the project in early January. He remains confident that the revised project plan and work breakdown structure will be delivered at the January CACC meeting and requested extra time on the agenda to review those items in detail. The chair pointed out the percentages of completion associated with design tasks on the current dashboard and questioned whether sufficient work will be completed in time to accurately recast the project schedule in January.

MOTION: A motion was made and seconded to accept the status report as delivered. The motion passed unanimously (Phil Knox and Rich McHattie abstaining).

In a roll call vote, members characterized the project's overall health as "yellow" (4 yellow to 3 green) due to the uncertainty of the impact to the implementation date of extending the design phase.

LIMITED JURISDICTION CMS UPDATE

Adele May, project manager for the limited jurisdiction (LJ) case management system (CMS) effort, informed members that the acceptance date for Version 3.3 was pushed back as a result of problems encountered with the 3.2.0.15 upgrade to the general jurisdiction (GJ) courts. Adele stated that her chief issue, lack of a database to test against, has now been resolved and the goal for acceptance of 3.3 is now December 31. She acknowledged that the date change will lead to an overlap in testing activities with Version 3.4. Her strategy is to pay the vendor for only the line items that are demonstrated to be acceptable in 3.3, placing the rest back in the hopper to be addressed satisfactorily prior to payment. Adele feels that work remains on track for delivering 3.4 on schedule.

CACC members questioned Adele about the amount of functional overlap between the two releases. They were also concerned about the impact on supplemental gap analysis work for the large volume court enhancements. Jim Scorza shared that the work is now being targeted for April to allow sufficient time for testing and acceptance of the development work.

MOTION: A motion was made and seconded to accept the LJ CMS development status report as delivered. The motion passed unanimously (Pat McGrath abstaining).

In a roll call vote, members present characterized the project's overall health as "green."

STATEWIDE E-FILING UPDATE

Since Jim Price, e-Filing Project Manager at the AOC, was unavailable due to the time change, Stewart Bruner relayed some updates Jim had provided him on e-filing project progress with the Clerk of the Superior Court in Maricopa County, the Maricopa Justice Courts (MCJC), the Clerk of the Superior Court in Pima County, and the Pima Clerk's Office. He described the OnBase Online solution selected to perform electronic document management at MCJC. Work is getting underway with preparing AJACS limited jurisdiction for full e-filing out of the box. Eviction action "pay and print" forms were rolled out December 11 in MCJC and possibly also in the Pinal County justice courts.

The chair raised the issue of data differences among the various case management systems that must integrate with TurboCourt and requested more detailed information about the common data approach/requirements being provided to non-AJACS CMS owners next meeting. This may require business side input in addition to technical input. A question was also raised about the timetable for opening TurboCourt to bulk filings from law firms. Stewart promised to relay the questions to Jim Price.

GENERAL JURISDICTION COURTS CMS UPDATE – AJACS

Renny Rapiet, AOC's General Jurisdiction (GJ) CMS Project Manager, updated members on the successful month-end closing efforts following the Navajo and Apache Superior Courts' AJACS implementations. Renny summarized issues associated with the recent deployment of AJACS 3.2 and the efforts being undertaken to resolve them – scripts and a 3.2.X interim release in mid January. Versions 3.3 and 3.4 will be tested simultaneously. Work continues with Coconino Superior Court in preparation for their January go-live date. They are testing their local OnBase Application Enabler solution with AJACS at the moment. Gila Superior Court will be the next implementation following Coconino and the first without full vendor support for conversion and training.

Members were interested in the subject areas related to the 3.2 troubles and whether any breakdowns in testing had occurred. Renny outlined issues in the areas of calendar summary, minute entries, some processes that appeared to work differently after the change, and the priority of payment function. He stated that while not every single item could be fully tested due to the massive size of the application, significant testing was completed and the testers all signed off on their assignments prior to deciding to release 3.2.0.15 to the courts. Renny recommended that the LJ team capitalize on the lessons learned about the testing process.

Discussion then turned to AJACS report generation details. Renny got Pat McGrath involved and the two of them updated members on the work being done in the statistics and CourTools reporting areas. Pat provided data about the number of reports under review and their status as determined by the reporting workgroup that has been discussing them one-by-one. Because of the high cost of accommodating "new" requirements by the vendor, it was recommended that reports be among the items considered by the supplemental gap team.

CODE STANDARDIZATION UPDATE

Keith Kaplan, AOC's Data Standards Manager, described his progress on the effort to display all the approved codes in a usable format at <http://supreme.state.az.us/cs/ljcs> sometime in January and loading the codes for LJ CMS testing while still supporting requests for codes from the general jurisdiction courts. Members were concerned that one-off GJ requests are continuing to be granted. Pat and Keith clarified that not every request is granted in the form of adding a statewide code – most are redirected by the team to use an existing code or are granted a local-only code. Keith's effort with displaying the codes and their definition for reference is designed to reduce the number of requests that result in redirection.

STAFF UPDATE

Stewart Bruner outlined some items of interest to members including:

- New operational standards for interactive court proceedings (videoconferencing) just approved by the Arizona Judicial Council (AJC) that exclude technical details but include a certification requirement for every courtroom with every remote node by January 15, 2010. Members requested the final code section text and a link to the certification form as quickly as possible. Stewart will involve Mark Meltzer, staff for the Rule 1.6 Review Committee.
- Testing of the OnBase disconnected scanning solution by El Mirage Muni Court is scheduled for the entire month of January. Disconnected scanning is the proposed method of providing EDMS access for courts without standalone OnBase systems to be able to accept e-filings and destroy paper records.
- In response to a question, Stewart described his understanding of the way access will be given to images on the centralized OnBase system for justice partners as one of the layers of public access to documents. Discussion turned to three code sections referred to AJC specifying activities authorized by the revision of Rule 123. Stewart called attention to the changes to bulk data access and the new agreement being approved by AOC Legal for subscribers. A question was raised about when local courts fulfill bulk data requests and when the AOC fulfills the requests. Stewart will check with Melinda Hardman, staff member for the Rule 123 Committee, for clarification and will circulate her guidance.

The Tempe CMS implementation update at the end of the agenda was deferred to the demonstration that immediately followed the CACC meeting. The next CACC meeting will take place in Conference Room 106 of the State Courts Building on **January 21, 2010, at 10:00 a.m.**

After the chair confirmed that no other business existed, the meeting adjourned at 10:20 a.m.