

# CACC MEETING MINUTES

## COURT AUTOMATION COORDINATING COMMITTEE A Subcommittee of the Commission on Technology

Thursday, January 21, 2010  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
1501 E. Washington Street  
Phoenix, AZ 85007

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AUDIO PHONE NUMBER: (602) 452-3193  
AUDIO ACCESS CODE: 7002

### MEMBERS PRESENT

Kip Anderson  
Cathy Clarich  
Timothy Dickerson\*  
Julie Dybas  
Joan Harphant\*  
Donald Jacobson (*Jessica Cortes\**, proxy)  
Phillip Knox\*  
Patrick McGrath  
Rich McHattie  
Patricia Noland  
Doug Pilcher  
Michael Pollard\*, *Chair*  
Paul Thomas\*

### GUESTS

Steve Ballance\*, *Pima Superior Court*  
Art Sonico, *Maricopa Superior Court*  
David Stevens, *Maricopa Superior Court*

### MEMBERS ABSENT

Mary Hawkins  
Rick Rager  
Lisa Royal

### AOC STAFF

Stewart Bruner, *ITD*  
Adele May, *ITD*  
Keith Kaplan\*, *CSD*  
Jim Price, *ITD*  
Renny Rapier, *ITD*  
Jim Scorza, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Ms. Cathy Clarich, substituting for Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order at 10:05 a.m. after taking a roll call to confirm that a quorum existed. She called attention to the fact that next month's meeting conflicts with the Limited Jurisdiction Court Administrators' Association (LJCAA) meeting and asked for members' input regarding an alternate date. The consensus was to move the CACC meeting back by one week to February 25. Cathy also reminded members that the April meeting's start time was previously changed to 1 p.m. due to a conflict with an Institute for Court Management training class on that day. She asked for a motion regarding the minutes of the previous meeting.

**MOTION: A motion was made and seconded to accept the minutes of the December 17, 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 an extended update resulting from the completion of the conceptual phase of the project. He distributed various deliverables from the phase for the inspection of members. The revised work breakdown structure yielded a detailed project plan with an implementation date of August 1, 2011. This represents a 10-month slip from the previously approved end date so David will have to obtain COT approval for the change. David unveiled a project monitoring dashboard revised to include the detailed tasks associated with the remaining project activities.

Members were concerned about the Maricopa County funding situation and the percentage of each project resource assumed in the loading used to arrive at the August 2011 date. David explained the ways in which wiggle room had been built into the estimate and assured members that sufficient funds exist to get through the remainder of the year. The plan presupposes continuation of the necessary funding by the clerk's office.

**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 on a technicality" (10 yellow to 1 green), due to the need to obtain COT approval for the revised implementation date.

## **LIMITED JURISDICTION CMS UPDATE**

Adele May, project manager for the limited jurisdiction (LJ) case management system (CMS) effort, informed members that Version 3.4 was delivered to AOC on schedule but now an additional release (Version 3.5) has now been identified for the general jurisdiction (GJ) courts. Adele anticipates delivery by early March with no impact to the June 30 deadline for the end of development. Testing of combined Versions 3.3 and 3.4 will commence once the database exists to test against – likely by the end of the week. A demonstration of the interfaces has already been held and another is scheduled for January 25 to provide a look to a wider court audience.

CACC members questioned Adele about whether the addition of another release would hold up completion of the baseline version needed for the gap analysis activities on the large volume court enhancements. Adele assured members that Release 3.5 is largely about interfaces rather than core functionality. Jim Scorza then shared the current timeline and approach to the gap analysis work, including the need to first determine whether the AmCad database is sufficiently tuned to accommodate the potential throughput of the large volume courts. Jim assured members that Phoenix is prepared to address database issues with AmCad should any arise.

**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" (10 green to 2 yellow).

## **CODE STANDARDIZATION UPDATE**

Keith Kaplan, AOC's Data Standards Manager, focused his update on the work being done on the limited jurisdiction codes. He has circulated a Word document containing all the codes in support of monthly teleconference meetings to review their details. GJ requests are continuing to be evaluated, mostly in support of upcoming or recent AJACS implementations. Cathy Clarich suggested that a representative from the LJ CMS pilot court or courts be added to the standardization team as quickly as possible.

## **GENERAL JURISDICTION COURTS CMS UPDATE – AJACS**

Renny Rapiet, AOC's General Jurisdiction (GJ) CMS Project Manager, updated members on the weather-related issues with the Coconino Superior court implementation currently underway. He also outlined the work to be done for remaining court implementations in relationship to a 3.2.X interim release and addressing requests for additional reporting. Sufficient AOC resources do not exist to accomplish all of the activities, so decisions must be made about the priorities.

Members were concerned about fighting a war on three fronts: continued rollouts, resolving 3.2 issues, and developing enhanced reporting capabilities. Renny assured them that the issues will get resolved and not be passed on to the LJ effort.

## **STATEWIDE E-FILING UPDATE**

Jim Price, e-Filing Project Manager at the AOC, continued the theme of the war on several fronts, providing updates on the continued expansion of "pay and print" forms in various courts, civil subsequent e-filing with the Clerk of the Superior Court in Maricopa County, the Maricopa Justice Courts (MCJC), and initial filing with the Clerk of the Superior Court in Pima County. He emphasized that the MCJC and Pima COSC e-filing initiatives are the forerunners of the statewide e-filing efforts with regard to their respective levels of court. In response to a question Jim emphasized that protective order filing is within scope but he could not specify the time period for its implementation.

## **STAFF UPDATE**

Staff member Stewart Bruner briefly described some items of interest to members including:

- Upcoming COT and subcommittee meeting dates and subject matter.

- Closing the loop for new operational standards for interactive court proceedings (videoconferencing) that included a certification requirement for every courtroom with every remote node by January 15, 2010, but had no form included. A form has been released and posted on the COT documents website at to be completed and filed with the applicable presiding judge. He referred members to the COT documents website to obtain the form: <http://www.supreme.state.az.us/cot/Documents/DocumentsDefault.htm>.

The next CACC meeting will take place in Conference Room 106 of the State Courts Building on **February 25, 2010**, at **10:00 a.m.**, due to the conflict with LJCAA on February 18.

After the chair confirmed that no other business existed, the meeting adjourned at 11:25 a.m.