

# CACC MEETING MINUTES

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

Thursday, March 17, 2011  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007

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AUDIO PHONE NUMBER: 1-602-425-3192

AUDIO ACCESS CODE: 1112#

### MEMBERS PRESENT

Cathy Clarich  
Timothy Dickerson\*  
Julie Dybas  
Mary Hawkins\*  
Donald Jacobson  
Phillip Knox  
Patrick McGrath  
Rona Newton  
Patricia Noland\*  
Michael Pollard, *Chair*  
Rick Rager  
Lisa Royal\*  
Paul Thomas

### GUESTS

Steve Ballance\*, *Pima Superior Court*  
Jennifer Gilbertson, *Phoenix Municipal Court*

### MEMBERS ABSENT

Kip Anderson  
Richard McHattie

### AOC STAFF

Stewart Bruner, *ITD*  
Bob Macon, *ITD*  
Adele May, *ITD*  
Alicia Moffatt, *ITD*  
Renny Rapier, *ITD*  
Jim Price, *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. Staff confirmed that a quorum existed. He asked for a motion regarding the minutes from the February 17 meeting.

**MOTION: A motion was made and seconded to accept the minutes of the February 17, 2011, CACC meeting. The motion passed unanimously.**

## **PACC UPDATE**

In Rona Newton's absence Bob Macon confirmed that no Probation Automation Coordinating Committee (PACC) meeting had taken place since the previous CACC meeting. (Updates are now only provided following PACC meetings.)

## **REVIEW OF CHANGES TO MINDMAP THIS MONTH**

Staff member Stewart Bruner briefly reported on each of the numerous changes made by managers of both statewide and local projects since last meeting. Almost all project managers submitting changes are present to describe the details in person or are sending a designee.

## **JOLTSaz, SWID & AZYAS PROJECT CHANGES UPDATE**

Bob Macon, Probation Automation Project Manager at the AOC, informed members that Pima implemented the juvenile statewide identifier (SWID) on schedule March 14. Apache and Navajo counties will go live March 28 and the rest of the rural counties will follow on April 11, as shown on the MindMap. The September 5 completion date for the Maricopa SWID interface is slipping one day for each day the funding agreement remains unsigned. Bob refreshed members' memories about the relationship between AOC Dependent Children's Services Division and Maricopa Court Technology Services. Phil Knox researched the specifics of the issue during the meeting and later reported that the AOC's terms require amendments to Maricopa's existing subcontracts which should be completed this week.

Bob and Rona Newton described the several reasons for the recent unanimous decision to push the implementation date for JOLTSaz/AGAVE integration in Pima back to Labor Day weekend from Independence Day weekend. Beyond the last minute change to the juvenile needs assessment (JNA) component (now AZYAS), a realistic amount of time to train hundreds of users and coordinate the implementation activities among five separate agencies is required. Members expressed concern that the push back would only defer the problems and might lead to resource issues. Rona emphasized that the technical project plan remains exactly the same and that time is being added at the conclusion of development and testing to properly allow for the training and coordination activities. Steve Ballance raised a resource issue attributable to the number of projects assigned to the same resources. Rona mentioned a particular resource whose grant funding runs out at the end of the fiscal year. She is pursuing continuation of the funding needed through the AOC. Bob mentioned that an April 7 project review will be held by Karl Heckart in Tucson to discuss the various issues.

## **E-FILING UPDATE (INCLUDING INTEGRATION AT MCJC)**

Jim Price, AZTurboCourt Project Manager at the AOC, provided a progress update on Appellate Court e-filing. Daily volumes continue increasing on the Maricopa Superior Court civil

subsequent e-filing effort as the May 1 mandatory e-filing date for attorneys nears. Jim mentioned that the Phoenix-based appellate courts are strongly considering a co-terminal date for mandating attorney e-filing. Jim reported that dates for small claims e-filing at the Maricopa Justice Courts (MCJC) have slipped again by several months. Phil Knox provided an update on issues with OnBase implementation and the court record MDE server David Stevens mentioned last month. Jim Price elaborated on an understanding between Intresys and the AOC that has affected the completion of the XML specification for small claims filings. Members were concerned about the continual “not quite 100 percent” issue with specifications raised by David Stevens last month. Jim stated that the foundational XML structure is largely decided but may still require slight modification for each new case management system encountered. Discussion focused on TurboCourt/CMS integration and the specific steps involved in communication to and from the central case index whenever a filer requests to see a previously filed document. Jim emphasized that court staff will continue to use their local CMS and EDMS to retrieve documents, and not TurboCourt, nor the CCI nor the CDR.

Criminal case type requirements are currently being gathered for both general and limited jurisdiction courts in support of a September implementation date. Jim pointed out that the product will not yet be integrated with case management systems in September.

## **LJ CMS REPLACEMENT & BENCH AUTOMATION UPDATE**

Adele May, Limited Jurisdiction (LJ) Case Management System (CMS) Project Manager at the Administrative Office of the Courts, recapped activities at the most recent LJ CMS Steering Committee meeting. Since no decision was made concerning baseline functionality, all LJ CMS dates remain “TBD.” She reviewed the steps being taken to arrive at the AZTEC replacement baseline delivery date, especially solidification of the functional requirements matrix that ranks “Day One” items. In the meantime, Phoenix’s person matching design document has been forwarded to AmCad and their sentencing requirements are being reviewed by the pilot gap participants. Adele will be visiting courts represented on the steering committee to review their specific requirements in advance of the April 28 steering committee meeting. The goal is to get a realistic sense of the funding required to complete the baseline in advance of the COT annual meeting in May.

Adele described bench automation as an offshoot of the two CMS projects. She reported that dates are therefore being tied to future releases of AJACS. The business analyst’s work has been completed and a proof of concept vehicle is now being constructed to show judges something tangible.

Jim Scorza conceded that the large volume enhancement effort will undoubtedly trail the completion of the AZTEC-replacement version but anticipated that the versions will merge over time. He reported on a positive meeting with AmCad about the financial limitations of the product, but warned that the structural changes needed to rectify them will be complex and costly. Jim was nonetheless confident that AmCad understands the importance of making the changes to provide a top-notch product for nationwide use by limited jurisdiction courts.

Starting March 21, another three weeks of high level scope and gap work will be undertaken with Mesa taking the lead. Paul Thomas reported on the commitment level of Mesa Municipal

Court, Mesa City IT, and Connie Williams to the Large Volume Enhancement project. The city has dedicated a work area and is also hiring a dedicated project manager. He stated that the court has a 24 month maximum timeline for transitioning off of the current mainframe CMS, per City IT. Mesa continues to solicit justice court input into product functionality and is installing a Polycom system in the dedicated room to ensure active participation by PCCJC representatives without requiring travel.

## **POST-IMPLEMENTATION REPORTS**

Renny Rapier took a moment to explain his date change for the AJACS statistical reports data cleanup effort on the MindMap before discussing the February 25 through 28 AJACS 3.5 rollout. Implementing a new, tiered security model was the largest challenge because it required existing security for each court to be deleted then the new security controls to be created and tested during the weekend. A service release is scheduled for a March 25 through 28 deployment to all current AJACS courts.

## **ITEMS OF OLD OR NEW BUSINESS**

None were raised.

The next meeting will take place in **Room 230** of the **State Courts Building** on **April 21, 2011**. This will be the final meeting before Commission on Technology meets in early May.

The meeting adjourned at 11:30 a.m.