

# CACC MEETING MINUTES

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

Thursday, February 16, 2012  
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT  
1501 W. Washington  
Phoenix, AZ 85007



AUDIO PHONE NUMBER: 1-602-425-3192

AUDIO ACCESS CODE: 1112#

### MEMBERS PRESENT

Cathy Clarich\*  
Julie Dybas  
Donald Jacobson  
Phillip Knox (*Peter Kiefer, proxy*)  
Patrick McGrath  
Richard McHattie  
Patricia Noland\*  
Michael Pollard, *Chair*  
Paul Thomas  
Rick Rager

### GUESTS

Steve Ballance\*, *Pima Superior Court*  
John Barrett\*, *Maricopa Superior Court*  
Jennifer Gilbertson, *Phoenix Municipal Court*  
Lauren Lupica, *City of Mesa*

### MEMBERS ABSENT

Kip Anderson  
Mary Hawkins  
Michael Malone  
Rona Newton

### AOC STAFF

Stewart Bruner, *ITD*  
Melissa Hinojosa, *ITD*  
Jim Price, *ITD*

\* indicates appeared by telephone

## **WELCOME AND INTRODUCTORY REMARKS**

Judge Michael Pollard, Chair, called the Court Automation Coordinating Committee (CACC) meeting to order just before 10:00 a.m. after confirming that a quorum existed. He then requested members' input regarding the January minutes.

**MOTION:** A motion was made and seconded to accept the minutes of the January 19, 2012, CACC meeting as written. The motion passed unanimously.

## **REPORT FROM COT FEBRUARY 10 MEETING**

The chair reported the positive outcome of his presentation to COT proposing the CMS-driven project priorities agreed to at the January CACC meeting. COT adopted them as presented with surprisingly little discussion. Karl Heckart agreed in the meeting to add a reference to the resources required on each priority item. Attention turned to the hottest topic at COT, storage of electronic files associated with court case events or filings. Rich McHattie described the Maricopa Clerk's approach on archival versus new case files and Patti Noland did the same for her office. Though scanning may have been done at the case level for older cases, scanning is being performed exclusively at the document level for newer cases, enabling document-by-document indexing rather than creation of a single index for the entire set of documents in the case. Discussions to determine the extent of the issue in courts are ongoing.

## **PACC UPDATE**

No PACC meeting has taken place since the last CACC meeting.

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

Staff member Stewart Bruner focused attention on several projects that had their deliverable dates change during the month, leaving the detailed explanations to project managers later in the meeting. MindMap printouts were made available for members' reference in the meeting.

## **AZYNAS- PROJECT UPDATE**

Bob Macon, Probation Automation Project Manager at the Administrative Office of the Courts (AOC), had a conflict, so Stewart informed members that the implementation of the juvenile needs assessment tool, AZYNAS, has slipped in Maricopa County, affecting Bob's project completion date. John Barrett then described the situation and steps being taken to resolve problems that stemmed from related infrastructure upgrades. The new date is March 5. John also shared that Kevin Westover has moved from his organization to the Maricopa Office of Enterprise Technology, reinforcing the notion that technical resources are difficult to come by and difficult to keep. Every loss potentially affects project delivery dates.

## **MESA / LJ LV CMS PROJECT UPDATE**

Lauren Lupica, Project Manager for Mesa City IT, briefly described the effort to construct a local environment for testing Mesa-specific items being developed by AmCad in the AJACS software (e.g., FileNet and prosecutor module integration) versus the AOC environment to test items common to the other courts (e.g., OnBase integration and a generic prosecutor data feed). Paul Thomas shared a strategic decision Mesa recently made to keep Web-based services on its side of the equation rather than having them developed by AmCad. In response to a question,

Paul shared that requirements are wrapped up for the 3.9 release and 3.10 requirements are on schedule for an August completion date.

## **AZTURBOCOURT-RELATED PROJECT UPDATES**

Jim Price, AZTurboCourt Project Manager at the AOC, reviewed each of the changed dates within his area of the MindMap. The pilot of small claims at Maricopa Justice Courts has been delayed again, but Jim and John Barrett both showed great confidence that previous showstoppers have been sufficiently tackled to make the next date stick. The four-court OBOL pilot has implemented, but 22 courts will still need to be added over time.

Jim also provided an update removal of the date for criminal e-filing following last meeting's discussion. Members again explored the relationship between e-citation and criminal e-filing processes, including long form complaints and ordinance violations. Jim stated that today's e-citation is only a one-way communication process and the requirements gathering process is attempting to document the very facts members are raising.

Jim explained the projected date for AZTEC e-filing has been removed since lack of resources for AZTEC enhancements has caused e-payment to be prioritized ahead of Jim's project on the MindMap. As time goes by, it makes less sense to enhance AZTEC and more sense to provide the clerk and judge review functionality in AJACS.

## **POST-IMPLEMENTATION REPORTS**

No implementations were reported this month. Stewart reported Renny will have a statewide AJACS upgrade to discuss next month.

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

In April, members are expecting to see a list of what GJ-related AJACS enhancements from last year are completed, slotted for upcoming releases, and not yet placed into a planned release as well as what new ones have been identified since then. To help with their work prioritizing projects for COT, members are expecting a measure of which enhancement items affect only a single court versus multiple courts and the constituencies affected by each requested change in addition to the estimated cost. Stewart will communicate the expectations to Renny Rapier and Adele May.

The next meeting will take place in **Room 106** of the **State Courts Building** on **March 15, 2012**.

The meeting adjourned at 11:00 a.m.