

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, January 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 3357

1/20/2016 Agenda:

- **AOC**

- There have been concerns submitted as to how this group is approving new events. With the goal of standardization in mind, what should the criteria be under which a new docket event should be added to AJACS.
 - *Should events only be added based upon statutes or rules?*
 - *If not statutes or rules, what should the criteria be?*
 - *If a voting method is used, what are acceptable responses?*

Examples:

- *Order: On Forfeiture & Allocation of Property*
 - *Granted on 7/16/14. Used by requesting court 280 times. Used by one court 21 times and another 1 time.*
- *Order: To Appear For Early Resolution Court.*
 - *Granted on 10/2/13. Used by requesting court over 500 times. Used by one court 4 times and another court 1 time.*
- Tentative discussion by Patrick Scott regarding the warrant forms.

Cochise:

- Requesting modifications to - **Request: Modify Child Support to Modify Child Support/Parenting Time** and **Order: Modify Child Support to Order: Modify Child Support/Parenting Time. (Tabled from last month. No representative was present)**
 - *We would like to request to make a change to the current code - Request: Modify Child Support to Request: Modify Child Support/Parenting Time; as well as to change Order: Modify Child Support to Order: Modify Child Support/Parenting time. We would like the case status to automatically change to reopen with the request and re-adjudicate with the order.*
 - ***If granted, AOC recommendation is to end-date existing event and create new event.***

- **Graham:**

- Request to change auto default for case status on **Minute Entry: Change of Plea and Sentencing. (Tabled from last month. No representative was present)**

- We would like the event code *Minute Entry: Change of Plea and Sentencing* to be modified so that 'Adjudicated' is the default case status.
 - By changing the event code to 'Adjudicated,' it will help clerks when closing the file.

- **Santa Cruz:**
 - New event code requested - **Statement: of Informal Probate of Intestate Estate and Appointment of Personal Representative.**
 - *There is no docket event for - Statement: of informal probate of intestate estate and appointment of personal representative, this Court is requesting such event.*
 - *Currently using Statement: Statement*
 - Modify default status of - **Order: On Forfeiture & Allocation of Property**
 - *Requesting **Order: On Forfeiture & Allocation of Property** trigger an 'Adjudicated' status.*
 - *To be used on case forfeitures from the County Attorney's office*
 - Request for new event - **Statement: Directing issuance of Certified Copy of Affidavit of Transfer of Title to Real Property.**
 - *Currently there is an affidavit for transfer of title of real property (**Unable to locate. What is the full name of the event?**), however there is no docket event for directing the clerk to issue a certified copy of affidavit.*
 - *Currently using Statement: Statement.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, January 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

1/20/2016 Agenda:

Jurisdictions Represented:

Apache – Terri Softley

Gila- Vicki Aguilar, Esther Rios, Anita Escobeda

Graham – Stephanie Newton

Mohave- Della Hiser

La Paz – Stephanie Lujan

Pima –John Baird

Santa Cruz – Valeria Fuentes, Juan Pablo Guzman

Yavapai- Karen Wilkes, Shannon Shoemake, Julie Malinowski, Donna McQuality, Rachel Roehe, Becky Hamilton, Jonathon Derois

Yuma- Lawrence Tortora, Donna Miller-Robbins

AOC- Patrick McGrath, Karla Williams, Carolyn Kolia

• AOC

- There have been concerns submitted as to how this group is approving new events. With the goal of standardization in mind, what should the criteria be under which a new docket event should be added to AJACS.
 - *Should events only be added based upon statutes or rules? **The decision was to not be that rigid but it should be a consideration when we are adding new events.***
 - *If not statutes or rules, what should the criteria be? **We will be evaluating each request to see if it is needed in order to comply with a statute or rule or if it addresses a specialty court issue. We will discuss if it will impact reporting in any way and if it can truly be used as a statewide standard.***
 - *If a voting method is used, what are acceptable responses? **We will be voting by county and if a participant states 'They do not object' that will be counted as a 'no'. It will require a 'yes' by 2/3 of the counties participating.***
 - ***I will begin a review of existing events starting with the events granted from last year and work backwards. I will determine if they are being used by more than one or two courts. If it's only one or two courts, I will attempt to find a good substitute and I will add the event to a list to be reviewed by the group for consideration to be end-dated.***

Examples:

- Order: On Forfeiture & Allocation of Property
 - Granted on 7/16/14. Used by requesting court 280 times. Used by one court 21 times and another 1 time.

- Order: To Appear For Early Resolution Court.
 - Granted on 10/2/13. Used by requesting court over 500 times. Used by one court 4 times and another court 1 time.
- Tentative discussion by Patrick Scott regarding the warrant forms.
 - **The following was submitted by Patrick Scott:**
 - Initially we recommended the courts use 5085 as the ACCH code for Probation violations only to discover that the code is only appropriate for instate warrants with no NCIC extradition. The same is true for the recommendation for a violation of pretrial conditions of release using code 5089 that was good only for instate. These are valid if the intent is to limit execution to within Arizona.
 - However, if the court is issuing a warrant that is for entry in NCIC for a probation violation they should use ACCH code 5012. If the warrant is for entry in NCIC a violation of a pretrial condition of release it should be ACCH code 5013.
 - I'm attaching the warrant form sent on 12/18/15. One is the template and the other is the template with helpful comments. Below is information to include when setting up your warrant reasons on the form.

Statute/Rule Description (to appear on warrant)
Initial Arrest Warrant - ACCH N/A
Rule 3.1(d), Rules of Criminal Procedure – Pre-Adjudication ACCH 5087
OR
Rule 26.12(c), Rules of Criminal Procedure – Post-Adjudication ACCH 5088
Initial Arrest Warrant - ACCH N/A
A.R.S. §13-2507(A) – Failure to Appear ACCH 5015
Rule 3.1(d), Rules of Criminal Procedure – Pre-Adjudication ACCH 5087
Rule 26.12(c), Rules of Criminal Procedure – Post-Adjudication ACCH 5088
A.R.S. §13-901(C) – Probation Violation ACCH 5085 (In state) 5012 (Out of State)
Rule 7.5, Rules of Criminal Procedure - ACCH 5089 (In State) 5013 (Out of State)

Cochise:

- Requesting modifications to - **Request: Modify Child Support to Modify Child Support/Parenting Time** and **Order: Modify Child Support to Order: Modify Child Support/Parenting Time. (Tabled from last month. No representative was present)**
 - We would like to request to make a change to the current code - Request: Modify Child Support to Request: Modify Child Support/Parenting Time; as well as to change Order: Modify Child Support to Order: Modify Child Support/Parenting time. We would like the case status to automatically change to reopen with the request and re-adjudicate with the order.
 - **If granted, AOC recommendation is to end-date existing event and create new event.**
 - **Vicki Barton called from Cochise and asked me to remove this from the agenda.**

• Graham:

- Request to change auto default for case status on **Minute Entry: Change of Plea and Sentencing. (Tabled from last month. No representative was present)**
 - We would like the event code Minute Entry: Change of Plea and Sentencing to be modified so that 'Adjudicated' is the default case status.
 - By changing the event code to 'Adjudicated,' it will help clerks when closing the file.
 - **This was granted.**

• Santa Cruz:

- New event code requested - **Statement: of Informal Probate of Intestate Estate and Appointment of Personal Representative.**
 - There is no docket event for - Statement: of informal probate of intestate estate and appointment of personal representative, this Court is requesting such event.
 - Currently using Statement: Statement
 - **Denied. Court agreed to use the following events instead:**
 - **Statement: Admitting Will/Appt of PR**
 - **Statement: Appointing Personal Representative**
- Modify default status of - **Order: On Forfeiture & Allocation of Property**
 - Requesting **Order: On Forfeiture & Allocation of Property** trigger an 'Adjudicated' status.
 - To be used on case forfeitures from the County Attorney's office
 - **Denied. Court agreed to use Order: Forfeiture**
- Request for new event - **Statement: Directing issuance of Certified Copy of Affidavit of Transfer of Title to Real Property.**
 - Currently there is an affidavit for transfer of title of real property (**Unable to locate. What is the full name of the event?**), however there is no docket event for directing the clerk to issue a certified copy of affidavit.
 - Currently using Statement: Statement.
 - **Denied. Court agreed to use Statement: Directing Issuance**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 17, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

2/17/2016 Agenda:

Cochise:

- Requesting new event – **Miscellaneous: Interstate Compact Memorandum**
 - For Interstate Compact Cases, we would like to have a new code: Miscellaneous: Interstate Compact Memorandum with an automatic case status change of "Adjudicated" and party status change to "Terminated - Admin".
 - This will be used when cases are adjudicated immediately after opening, the automatic case status change would be beneficial as there are no exceptions with these cases in Cochise County. We are currently using **Miscellaneous: Memorandum**.
 - Below is an example of how Cochise processes Interstate Compacts:

General Case Information				
Case Number	S0200IS201500014	Filing Date	12/29/2015 08:17 AM	
Court Type	CRIMINAL	Filing Type	OTHER	
Case Category	INTERSTATE COMPACT CRIMI	Case Status	ADJUDICATED	
Case Type	INTERSTATE COMPACT CRIMI	Judge	JAMES L CONLOGUE,	
Case Sub Type		Judge Asgmt. Date	12/29/2015	
Judge Group		Sealed Case <input type="checkbox"/> Restricted Case <input type="checkbox"/> Jury Trial Requested <input type="checkbox"/> Complex <input type="checkbox"/> Remove from Public Access <input type="checkbox"/>		
Arrest Record	Drag a column header here to group by that column.			
Bonds	Date Stamped	Party	Description	Comment
Charges	12/29/2015	VAUGHAN, GEORGE	REPORT: Confidential Criminal History	
Court Associations	12/29/2015	VAUGHAN, GEORGE	MISCELLANEOUS: Memorandum	FROM: COCHISE COUNTY ADULT PROBATION
Court Dates				

MEMORANDUM

DEC 29 AM 9:54
MARY ELLEN DUNLAP
CLERK OF SUPERIOR COURT
DEPUTY

L Clerk's File Stamp J

TO: Cochise County Superior Court Clerk's Office
FROM: Cochise County Adult Probation
DATE: December 24, 2015
SUBJECT: VAUGHAN, George

Attached is paperwork concerning Interstate Compact probationer provided to you so that you may initiate a case file. The following documents are included:

Identifying information in confidential envelope

All we usually get is a Memorandum and criminal history report. I believe that the only way this is going to work is to have a specific event, i.e. Memorandum: Interstate Compact, with an automatic trigger that will adjudicate the case (similar to Judgment: Transcript of Judgment).

- Request to change auto default for case status on **Petition: Modify Legal Decision-Making to Re-Open**.
 - *As this is a new matter before the court requiring a post-adjudication fee, it should automatically re-open the case status at the time of docketing the event code. The court is currently manually changing the case status for this event.*

Gila:

- Item for discussion: Should a **Rule 11: Motion for Rule 11** stay the case or should it be stayed with **Rule 11: Order for Rule 11**? Please be prepared to discuss.

• **AOC:**

- Are there any courts that issue Emergency Orders of Protection?
 - *How are they filed with your court?*
 - *If so, what is your process?*
 - *Please be prepared to discuss.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, February 17, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

2/17/2016 Agenda:

Jurisdictions Represented:

Cochise- Vicki Barton

Graham – Stephanie Newton

Greenlee – Pam Pollack

Maricopa – Shannon Branham

Mohave- Della Hiser

Pima –John Baird, Kelly Roberts-Freeman

Yavapai- Karen Wilkes, Shannon Shoemake, Charlie VanLandingham, Julie Malinowski, Donna McQuality, Kelly Gregorio, Jonathon Derois

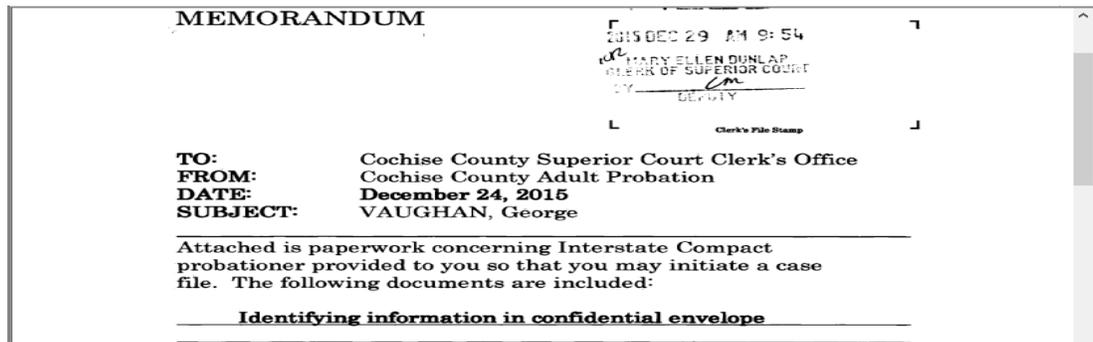
Yuma- Lawrence Tortora, Donna Miller, Dolores Corrales, Sharayah Montgomery

AOC- Patrick McGrath, Karla Williams, Carolyn Kolia

Cochise:

- Requesting new event – **Miscellaneous: Interstate Compact Memorandum**
 - For Interstate Compact Cases, we would like to have a new code: Miscellaneous: Interstate Compact Memorandum with an automatic case status change of "Adjudicated" and party status change to "Terminated - Admin".
 - This will be used when cases are adjudicated immediately after opening, the automatic case status change would be beneficial as there are no exceptions with these cases in Cochise County. We are currently using **Miscellaneous: Memorandum**.
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Case Sub Type		Judge Asgmt. Date	12/29/2015	
Judge Group		Sealed Case <input type="checkbox"/> Restricted Case <input type="checkbox"/> Jury Trial Requested <input type="checkbox"/> Complex <input type="checkbox"/> Remove from Public Access <input type="checkbox"/>		
Arrest Record	Drag a column header here to group by that column.			
Bonds	Date Stamped	Party	Description	Comment
Charges	12/29/2015	VAUGHAN, GEORGE	REPORT: Confidential Criminal History	
Court Associations	12/29/2015	VAUGHAN, GEORGE	MISCELLANEOUS: Memorandum	FROM: COCHISE COUNTY ADULT PROBATION
Court Dates				



All we usually get is a Memorandum and criminal history report. I believe that the only way this is going to work is to have a specific event, i.e. Memorandum: Interstate Compact, with an automatic trigger that will adjudicate the case (similar to Judgment: Transcript of Judgment).

After much discussion, we realized no two courts have the same process and much of it is driven by the paperwork they receive from Probation. One event would not work for all courts. The courts will continue with their manual processes. **Denied**

- Request to change auto default for case status on **Petition: Modify Legal Decision-Making to Re-Open**.
 - As this is a new matter before the court requiring a post-adjudication fee, it should automatically re-open the case status at the time of docketing the event code. The court is currently manually changing the case status for this event.
 - All courts agreed. **Granted**

Gila:

- Item for discussion: Should a **Rule 11: Motion for Rule 11** stay the case or should it be stayed with **Rule 11: Order for Rule 11**? Please be prepared to discuss.
 - After some discussion, I stated that I would talk to the Time Standards representative to determine which event to use when working with Rule 11 issues. I am still waiting for a definitive answer. I will have the information by the next meeting on March 16.

• **AOC:**

- Are there any courts that issue Emergency Orders of Protection?
 - How are they filed with your court?
 - If so, what is your process?
 - Please be prepared to discuss.
 - There are no GJ courts that open these cases.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, March 16, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

3/16/2016 Agenda:

Yavapai:

- Requesting status change on – **Order: Placing in Conciliation Court**
 - When event "Petition: Conciliation:" is entered into AJACS, the case and party status automatically changes to Stayed. When event "Order: Placing in Conciliation Court" is entered into AJACS, the case is Stayed a second time. Conciliation must be completed within 60 days of the petition being filed pursuant to Rules of Family Law Procedure 68(A)(2). The request is that the "Order: Placing in Conciliation Court" NOT change the case and party status because the "Petition: Conciliation" already stays both the case and party status. This will allow for a cleaner Status History in AJACS.

• AOC:

- Stopping the clock for Rule 11.
 - Per Jennifer Mesquita - The Steering Committee's intent was that the clock should stop for Rule 11 excluded time upon the Rule 11 Order and not upon the Motion for Rule 11. This is because the Motion could be denied.
 - Based on this, the AOC recommends that the case status of 'Stayed' be removed from **Rule 11: Motion for Rule 11** and **Rule 11: Motion for Rule 11 Pre-Screen**. The case status of 'Stayed' will remain on **Rule 11: Order for Rule 11 Evaluation** and **Rule 11: Order for Rule 11 Pre-Screen**.
- Time Standards and the Inactive case status
 - The following events have an automatic trigger of 'Inactive'

Notice	Placing on Inactive Calendar	Inactive
Order	Placing on Inactive Calendar	Inactive
Notice	Placing on Dismissal Calendar	Inactive

This presents an issue on the 'Age of Active Pending' report. The status prevents the cases with this status from displaying on the report. Since there are ticklers attached to these events, is there an issue with leaving the case status at 'Open'?

- Event Review.
 - I have attached the spreadsheet with the proposed outcomes for each event. I made the decisions based on how many were marked 'Yes' as opposed to how many were marked 'No' instead of the 2/3 total. I made that decision because it was simpler and also because there will be discussion on many of them. Please be advised that the outcomes that display on the spreadsheet are not the final decisions. I wanted to provide you with something that would indicate how things are looking for each event. Please review carefully and decide which ones you think should be kept and be prepared to discuss why you think they should be kept.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, March 16, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

3/16/2016 Agenda:

Jurisdictions Represented:

Cochise- Vicki Barton

Coconino – Martha Anderson

Graham – Stephanie Newton

La Paz – Stephanie Lujan

Maricopa – Vonda Culp

Mohave- Della Hiser

Pima –John Baird

Pinal – Elsa Montiel

Santa Cruz – Juan Pable Guzman, Dolly Legleu, Valeria Fuentes

Yavapai- Karen Wilkes, Shannon Shoemake, Shaunna Kelbaugh, Donna McQuality, Kelly Gregorio, Jonathon Derois, Becky Hamilton, Rachel Roehe

Yuma- Lawrence Tortora, Donna Miller-Robbins, Sharayah Montgomery, Jeff Weeden

AOC- Karla Williams, Carolyn Kolia

Yavapai:

- Requesting status change on – **Order: Placing in Conciliation Court**
 - When event "Petition: Conciliation:" is entered into AJACS, the case and party status automatically changes to Stayed. When event "Order: Placing in Conciliation Court" is entered into AJACS, the case is Stayed a second time. Conciliation must be completed within 60 days of the petition being filed pursuant to Rules of Family Law Procedure 68(A)(2). The request is that the "Order: Placing in Conciliation Court" NOT change the case and party status because the "Petition: Conciliation" already stays both the case and party status. This will allow for a cleaner Status History in AJACS.
 - **Group voted to leave as is. Denied.**

Santa Cruz

- Request to change default case/party status on **Order: Adoption of a Juvenile** and **Order: Adoption of an Adult**
 - **Changing default case/party status to 'Adjudicated' and 'Terminated- Adoption Order'**

- **AOC:**

- Stopping the clock for Rule 11.

- Per Jennifer Mesquita - The Steering Committee's intent was that the clock should stop for Rule 11 excluded time upon the Rule 11 Order and not upon the Motion for Rule 11. This is because the Motion could be denied.
 - Based on this, the AOC recommends that the case status of 'Stayed' be removed from **Rule 11: Motion for Rule 11** and **Rule 11: Motion for Rule 11 Pre-Screen**. The case status of 'Stayed' will remain on **Rule 11: Order for Rule 11 Evaluation** and **Rule 11: Order for Rule 11 Pre-Screen**.
 - **Remove case status for Rule 11: Motion for Rule 11 and Rule 11: Motion for Rule 11 Pre-Screen**

- Time Standards and the Inactive case status

- The following events have an automatic trigger of 'Inactive'

Notice	Placing on Inactive Calendar	Inactive
Order	Placing on Inactive Calendar	Inactive
Notice	Placing on Dismissal Calendar	Inactive

This presents an issue on the 'Age of Active Pending' report. The status prevents the cases with this status from displaying on the report. Since there are ticklers attached to these events, is there an issue with leaving the case status at 'Open'?

- *This case status is needed for Family Law and Probate cases. After discussion the group decided that it should stay as is. Jennifer will check to see if there's a way to capture these cases with the status as 'Inactive'.*

- Jennifer Mesquita voiced a concern that courts who are not using the calendar might not be able to use some Time Standards Reports successfully as the next hearing date would not display.

- *We asked if there were any courts that were not using the calendar. Graham County stated that they do not use it. Jennifer will use their data to pull a sample report to determine if there are any negative impacts.*

- Event Review.

- I have attached the spreadsheet with the proposed outcomes for each event. I made the decisions based on how many were marked 'Yes' as opposed to how many were marked 'No' instead of the 2/3 total. I made that decision because it was simpler and also because there will be discussion on many of them. Please be advised that the outcomes that display on the spreadsheet are not the final decisions. I wanted to provide you with something that would indicate how things are looking for each event. Please review carefully and decide which ones you think should be kept and be prepared to discuss why you think they should be kept.
 - *Forty-one events were identified as candidates for end-dating. Below are the events that the workgroup determined could be end-dated.*

- **Minute Entry: Trial Review**
 - **Minute Entry: Trial Review – Fast Track**

- **Order: Electronic Monitoring** – Santa Cruz voiced some concern on how to assess the fee for this. There is an event that can be added thru Event Management. It is **Payment: Electronic Monitoring**.
- **Petition: S.A.F.E. Court**
- **Minute Entry: Regional Misdemeanor DV Court**
- **Order: Order and Conditions of Probation (RMDVC)**
- **Order: Regional Misdemeanor DV Court**
- **Petition: For Ex Parte Income Withholding Order**
- **Stipulation: Qualified Physician Expert Witnesses/Admission of Affidavits into Evidence**
- **Report: Permanency Plan**
- **Report: Final Permanency Plan**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, April 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

4/20/2016 Agenda:

Mohave:

- Requesting 'Restricted' status on – **Miscellaneous: Exhibits**
 - *This is an event used to docket in exhibits for sending to the Court of Appeals, and it would be great if the "Restricted" flag were automatically checked.*

Santa Cruz

- Request 2 new codes – **Notice: Change of Judge Rule 2** for juvenile matters and **Notice: Change of Judge 17.4(g)** for criminal matters.
 - *We need to docket the appropriate pleading in the file. We have other notices of changes of judges but those are **specifically** for those type of case. Civil Rule 42 f, Criminal Rule 10.2 and Motion 10.1 for cause. **None of these apply to the above.***

• **AOC:**

- Question from Jennifer Mesquita.
 - *Could a case ever have an adjudicated status if not all charges are dispositioned (excluding any post-adjudication charges like FTA).*
 - *The concern was that this case would display on the Time To Disposition Report and after testing, we found that it does.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, April 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

4/20/2016 Agenda:

Jurisdictions Represented:

Gila – Esther Rios, Vicki Aguilar, Anita Escobedo

Graham – Stephanie Newton

Maricopa – Kathy Whittiker

Mohave- Della Hiser

Navajo – Marc Russell

Pima –John Baird

Santa Cruz – Juan Pablo Guzman, Dolly Legleu, Valeria Fuentes

Yavapai- Karen Wilkes, Shannon Shoemake, Shaunna Kelbaugh, Donna McQuality, Kelly Gregorio, Becky Hamilton, Rachel Roehe

Yuma- Lawrence Tortora, Jeff Breeden

AOC- Pat McGrath, Karla Williams, Carolyn Kolia

Mohave:

- Requesting 'Restricted' status on – **Miscellaneous: Exhibits**
 - This is an event used to docket in exhibits for sending to the Court of Appeals, and it would be great if the "Restricted" flag were automatically checked.
 - **Tabled until next month. Pat will review statutes and rules and I will follow up with Patrick Scott. This may be a business process issue.**

Santa Cruz

- Request 2 new codes – **Notice: Change of Judge Rule 2** for juvenile matters and **Notice: Change of Judge 17.4(g)** for criminal matters.
 - We need to docket the appropriate pleading in the file. We have other notices of changes of judges but those are **specifically** for those type of case. Civil Rule 42 f, Criminal Rule 10.2 and Motion 10.1 for cause. **None of these apply to the above.**
 - **The group did not want to start creating specific codes as this could lead to too many codes which we are trying to move away from. They decided it would be better to add one generic event that can have relevant comments added. The new code will be – Notice: Change of Judge.**

- **AOC:**
 - Question from Jennifer Mesquita.
 - Could a case ever have an adjudicated status if not all charges are dispositioned (excluding any post-adjudication charges like FTA).
 - The concern was that this case would display on the Time To Disposition Report and after testing, we found that it does.
 - **The courts stated that this is not their business process and that they wouldn't change a case status until all of the charges have been addressed. Is it possible that the cases Jennifer is seeing are errors? I will have an update for the next meeting.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 15, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

6/15/2016 Agenda:

Yavapai:

- Requesting that end-date be removed from – **Minute Entry: Temporary Custody Hearing**
 - *Yavapai County would like to remove the end date from event "Minute Entry: Temporary Custody Hearing". In 2013, when the terminology of "custody" was changed to "legal decision-making", the AJACS event code was end dated. This terminology is still proper when working within Juvenile Dependency matters, pursuant to Rule 51, Rules of Juvenile Court.*

Pima

- Request for new case category under juvenile court type - **ICW**
 - *ICWA statutes mandate that voluntary consent documents be executed and recorded before a judge. Therefore, such cases must be initiated and hearings set before a judge. Additionally, the consent documents must be filed within each case. It would be best to organize these matters under a specific Juvenile category, instead of a miscellaneous category (JM), which is our current method. Accordingly, we request that a case prefix of ICW be created under Juvenile.*
 - *This new case category will be used to initiate these specific cases in a more descriptive and structured fashion, and to tie calendared events and documents to each case.*
 - *Authority: The Federal ICWA statute, sec.1913 requires that, "[w]here any parent or Indian custodian voluntarily consents to foster care placement...such consent shall not be valid unless executed in writing and recorded before a judge of a court of competent jurisdiction and accompanied by the presiding judge's certificate that the terms and consequences of the consent were fully explained in detail and were fully explained in detail and were fully understood by the parent and or Indian custodian (other requirements for judge follow)."*
 - ***This category request may need to be shortened to comply with case numbering in AJACS.***

- **AOC:**
 - **This was tabled in April:**
 - Mohave:**
 - Requesting 'Restricted' status on – **Miscellaneous: Exhibits**
 - *This is an event used to docket in exhibits for sending to the Court of Appeals, and it would be great if the "Restricted" flag were automatically checked.*
 - **Tabled until next month. Pat will review statutes and rules and I will follow up with Patrick Scott. This may be a business process issue.**
 - **Pat was not able to identify any Rules or Statutes requiring that exhibits be restricted when sent to the Court of Appeals. Additionally, Patrick Scott noted that there were no such requirements.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, June 15, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

6/15/2016 Agenda:

Jurisdictions Represented:

Cochise - Casey Streeter

Gila – Esther Rios, Vicki Aguilar, Anita Escobedo, Teri Griego

Maricopa – Sheri Jaffe

Mohave- Della Hiser, Corrine Hester

Navajo – Marla Randall

Pima –John Baird, Cassandra Urias

Santa Cruz – Valeria Fuentes

Yavapai- Karen Wilkes, Shannon Shoemake, Donna McQuality, Kelly Gregorio, Julie Malinowski, Jonathon Derois

AOC- Pat McGrath, Karla Williams, Carolyn Kolia

Yavapai:

- Requesting that end-date be removed from – **Minute Entry: Temporary Custody Hearing**
 - Yavapai County would like to remove the end date from event "Minute Entry: Temporary Custody Hearing". In 2013, when the terminology of "custody" was changed to "legal decision-making", the AJACS event code was end dated. This terminology is still proper when working within Juvenile Dependency matters, pursuant to Rule 51, Rules of Juvenile Court.
 - *After discussion with courts, we are adding a new event*
 - **Minute Entry: Temporary Custody (Rule 51) Hearing**

Pima

- Request for new case category under juvenile court type - **ICW**
 - ICWA statutes mandate that voluntary consent documents be executed and recorded before a judge. Therefore, such cases must be initiated and hearings set before a judge. Additionally, the consent documents must be filed within each case. It would be best to organize these matters under a specific Juvenile category, instead of a miscellaneous category (JM), which is our current method. Accordingly, we request that a case prefix of ICW be created under Juvenile.
 - This new case category will be used to initiate these specific cases in a more descriptive and structured fashion, and to tie calendared events and documents to each case.

- Authority: The Federal ICWA statute, sec.1913 requires that, “[w]here any parent or Indian custodian voluntarily consents to foster care placement... such consent shall not be valid unless executed in writing and recorded before a judge of a court of competent jurisdiction and accompanied by the presiding judge’s certificate that the terms and consequences of the consent were fully explained in detail and were fully explained in detail and were fully understood by the parent and or Indian custodian (other requirements for judge follow).”
 - **This category request may need to be shortened to comply with case numbering in AJACS.**
 - **This is being tabled for next month. Cassandra will send an example case which will be shared with the courts. These cases are filed by Dependent Children’s Services per Cassandra. There have only been 3 filed this in Pima County this year. Below is information from Maricopa County provided by Sheri Jaffe. I have also attached her example.**
 - **We assign these cases a JI case type designation.**
 - **2 JI cases filed- 2015**
 - **0 JI cases filed- 2016 currently**
 - **One case reviewed was for parents that have their own problems and their three children that they are unable to provide care for due to the children’s behavioral issues. They consented to an Aunt taking the children.**
 - **One case (redacted and attached) noting previous parent rights termination and adoptive parents are consenting to another family taking the child.**
- **No other counties have had these types of cases filed. All counties will review the examples and be ready to discuss at the next meeting.**
- **AOC:**
 - **This was tabled in April:**
 - Mohave:**
 - Requesting ‘Restricted’ status on – **Miscellaneous: Exhibits**
 - This is an event used to docket in exhibits for sending to the Court of Appeals, and it would be great if the “Restricted” flag were automatically checked.
 - **Tabled until next month. Pat will review statutes and rules and I will follow up with Patrick Scott. This may be a business process issue.**
 - **Pat was not able to identify any Rules or Statutes requiring that exhibits be restricted when sent to the Court of Appeals. Additionally, Patrick Scott noted that there were no such requirements.**
 - **It was decided that this is a business practice issue and no changes will be made at this time.**
 - **The group discussed having bi-monthly meetings but the decision was made to keep the monthly meetings scheduled. However, if no requests are submitted, the meeting will be cancelled.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

7/20/2016 Agenda:

Pima:

- **Tabled from June** - Request for new case category under juvenile court type - **ICW**
 - *ICWA statutes mandate that voluntary consent documents be executed and recorded before a judge. Therefore, such cases must be initiated and hearings set before a judge. Additionally, the consent documents must be filed within each case. It would be best to organize these matters under a specific Juvenile category, instead of a miscellaneous category (JM), which is our current method. Accordingly, we request that a case prefix of ICW be created under Juvenile.*
 - *This new case category will be used to initiate these specific cases in a more descriptive and structured fashion, and to tie calendared events and documents to each case.*
 - *Authority: The Federal ICWA statute, sec.1913 requires that, “[w]here any parent or Indian custodian voluntarily consents to foster care placement... such consent shall not be valid unless executed in writing and recorded before a judge of a court of competent jurisdiction and accompanied by the presiding judge’s certificate that the terms and consequences of the consent were fully explained in detail and were fully explained in detail and were fully understood by the parent and or Indian custodian (other requirements for judge follow).”*
 - *Examples were provided by Pima and Maricopa. The examples were distributed with the meeting minutes from June 6/15/2016.*
 - *AOC recommendation is to add a new category type of ‘IW’ under the court type of ‘Juvenile’. It can also be used to provide stats on these cases.*

AOC

- Legislative Updates
 - *General Ledger for DOMESTIC VIOLENCE SHELTER FUND will be end-dated 8/5/16 and it will be replaced by DOMESTIC VIOLENCE SERVICE FUND will be effective 8/6/16.*
 - *General Ledger for DRUG & GANG ENFORCEMENT FUND will be end-dated 8/5/16 and will be replaced with RESOURCE CENTER FUND effective 8/6/16.*
- Pat McGrath – Possible proposal for a new event – **Order: Order Terminating Guardianship - Minor**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, July 20, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

7/20/2016 Agenda:

Jurisdictions Represented:

Gila – Vicki Aguilar, Teri Griego

Maricopa – Brenda Burton

Mohave- Della Hiser, Corrine Hester, Fred Shade

Pima – John Baird, Andy Dowdle, James Giacomino

Santa Cruz – Dolly Legleu

Yavapai- Karen Wilkes, Shannon Shoemake, Donna McQuality, Kelly Gregorio, Rachel Roehe, Heather Diaz

Yuma- Lawrence Tortora

AOC- Pat McGrath, Karla Williams

Pima:

- **Tabled from June** - Request for new case category under juvenile court type - **ICW**
 - *ICWA statutes mandate that voluntary consent documents be executed and recorded before a judge. Therefore, such cases must be initiated and hearings set before a judge. Additionally, the consent documents must be filed within each case. It would be best to organize these matters under a specific Juvenile category, instead of a miscellaneous category (JM), which is our current method. Accordingly, we request that a case prefix of ICW be created under Juvenile.*
 - *This new case category will be used to initiate these specific cases in a more descriptive and structured fashion, and to tie calendared events and documents to each case.*
 - *Authority: The Federal ICWA statute, sec.1913 requires that, “[w]here any parent or Indian custodian voluntarily consents to foster care placement... such consent shall not be valid unless executed in writing and recorded before a judge of a court of competent jurisdiction and accompanied by the presiding judge’s certificate that the terms and consequences of the consent were fully explained in detail and were fully explained in detail and were fully understood by the parent and or Indian custodian (other requirements for judge follow).”*
 - *Examples were provided by Pima and Maricopa. The examples were distributed with the meeting minutes from June 6/15/2016.*
 - *AOC recommendation is to add a new category type of ‘IW’ under the court type of ‘Juvenile’. It can also be used to provide stats on these cases.*

- **This is granted. The new case category of 'IW' for Indian Child Welfare Act (ICWA) will fall under the Juvenile Court Type. The Miscellaneous case type will be associated to this category.**

AOC

- Legislative Updates
 - General Ledger for DOMESTIC VIOLENCE SHELTER FUND will be end-dated 8/5/16 and it will be replaced by DOMESTIC VIOLENCE SERVICE FUND will be effective 8/6/16.
 - General Ledger for DRUG & GANG ENFORCEMENT FUND will be end-dated 8/5/16 and will be replaced with RESOURCE CENTER FUND effective 8/6/16.
- Pat McGrath – Possible proposal for a new event – **Order: Order Terminating Guardianship – Minor**
 - **This is granted.**
- **I mentioned that we had some problems getting our ACCESS database posted to the website. This has become an issue due to security concerns. That being said, I would like to gather some information at the next meeting. Please be prepared to answer the following questions.**
 - **How often do you use the ACCESS database on the website?**
 - **What tables do you most use?**
 - **If we could provide just the Event Table in an EXCEL format, would that cover your needs?**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, September 21, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

9/21/2016 Agenda:

Santa Cruz:

- Request to auto default case status of 'Adjudicated' on 'Order: On Forfeiture & Allocation of Property'.
 - This will be used when docketing 'Order: On Forfeiture & Allocation of Property' signed by a judge.

Yavapai:

- Request to restrict the events displayed below:
 - Yavapai County would like to assign restriction levels to the events listed below. In all instances, these documents are confidential per rule or statute. It would save time for the clerk, and prevent clerical error, if the events were already designated with the restriction level. We feel this would be a more efficient method of entry with a reduced opportunity for errors. All event codes in this request are statewide codes.
 - **Minute Entry: Grand Jury Minutes** (Event codes ~~1001713~~ and 2000449) = Restriction Level: **SEALED** - (AzRCrP - Rule 12.8 (C))*NOTE: This event has two separate event codes, one appears to be a duplicate created in 01/07/2014 (1001713 is end-dated).
 - **Transcript: Transcript Grand Jury Proceedings** (Event code 15351) - Restriction Level: **SEALED** (AzRCrP - Rule 12.8 (C))
 - **Report: Rule 11 Doctor Report** (Event code 15021)- Restriction Level: **SEALED** (Sup.Ct.Rules, Rule 123(d)(2)(B))
 - **Report: Rule 26.5 Exam Report** (Event code 14874)- Restriction Level: **RESTRICTED** (Sup.Ct.Rules, Rule 123(d)(2)(A))
 - **Order - Income Withholding Order** (Event code 1256585)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(C))
 - **Order: Termination of Income Withholding Order** (Event code 2000492)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(C))
 - **Miscellaneous - Sensitive Data Sheet** (Event code 11440)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(a) (already restricted in all databases except La Paz))

- **Miscellaneous - Information Sheet** (Event code 11363)- Restriction Level: **RESTRICTED** (AzRPbP - Rule 6,7) (*already restricted in Mohave and Pinal*)
 - **Notice: Confidential Sensitive Data** (Event code 12370) - Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(a))
- Additional Request
 - **Indicator: Minor Victim** - please turn off 'print lead sheet', there is not a document for an indicator.

AOC

- Discussion regarding moving from ACCESS to EXCEL on the GJ Standards Website.
 - The following questions were posed last month to the members of the group and a response was requested.
 - **How often do you use the ACCESS database on the website?**
 - **What tables do you most use?**
 - **If we could provide just the Event Table in an EXCEL format, would that cover your needs?**
 - Based on the responses we will be removing the ACCESS database from the website and replacing it with an EXCEL report containing all of the events and their associated values. If more information is needed on any other statewide values, you are welcome to email me with a request.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, September 21, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

9/21/2016 Agenda:

Jurisdictions Represented:

Gila – Vicki Aguilar, Esther Rio, Teri Griego

Graham-Stephanie Newton

Maricopa – Brenda Burton

Mohave- Della Hiser, Corrine Hester

Pima – John Baird

Santa Cruz – Dolly Legleu, Valeria Fuentes

Yavapai- Karen Wilkes, Shannon Shoemake, Donna McQuality,

Yuma- Lawrence Tortora

AOC- Pat McGrath, Karla Williams

Santa Cruz:

- Request to auto default case status of ‘**Adjudicated**’ on ‘**Order: On Forfeiture & Allocation of Property**’.
 - *This will be used when docketing ‘Order: On Forfeiture & Allocation of Property’ signed by a judge.*
 - **No objection - Granted**

Yavapai:

- Request to restrict the events displayed below:
 - *Yavapai County would like to assign restriction levels to the events listed below. In all instances, these documents are confidential per rule or statute. It would save time for the clerk, and prevent clerical error, if the events were already designated with the restriction level. We feel this would be a more efficient method of entry with a reduced opportunity for errors. All event codes in this request are statewide codes.*
 - **Minute Entry: Grand Jury Minutes** (Event codes ~~1001713~~ and 2000449) = Restriction Level: **SEALED** - (AzRCrP - Rule 12.8 (C))*NOTE: This event has two separate event codes, one appears to be a duplicate created in 01/07/2014 (1001713 is end-dated).
 - **Transcript: Transcript Grand Jury Proceedings** (Event code 15351) - Restriction Level: **SEALED** (AzRCrP - Rule 12.8 (C))

- **Report: Rule 11 Doctor Report** (Event code 15021)- Restriction Level: **SEALED** (Sup.Ct.Rules, Rule 123(d)(2)(B))
 - **Report: Rule 26.5 Exam Report** (Event code 14874)- Restriction Level: **RESTRICTED** (Sup.Ct.Rules, Rule 123(d)(2)(A))
 - **Order - Income Withholding Order** (Event code 1256585)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(C))
 - **Order: Termination of Income Withholding Order** (Event code 2000492)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(C))
 - **Miscellaneous - Sensitive Data Sheet** (Event code 11440)- Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(a) *(already restricted in all databases except La Paz)*)
 - **Miscellaneous - Information Sheet** (Event code 11363)- Restriction Level: **RESTRICTED** (AzRPbP - Rule 6,7) *(already restricted in Mohave and Pinal)*
 - **Notice: Confidential Sensitive Data** (Event code 12370) - Restriction Level: **RESTRICTED** (AzRFIP - Rule 43 (G)(1)(a))
 - **It appears that some events are flagged to restrict/seal differently court to court. There is a concern about what will happen when the push tool that is currently being developed is finished and deployed. If an event is updated and pushed, the existing values in the event will be overwritten. More discussion will need to take place.**
- Additional Request
 - **Indicator: Minor Victim** - please turn off 'print lead sheet', there is not a document for an indicator.
 - **No objection – Granted.**

AOC

- Discussion regarding moving from ACCESS to EXCEL on the GJ Standards Website.
 - The following questions were posed last month to the members of the group and a response was requested.
 - **How often do you use the ACCESS database on the website?**
 - **What tables do you most use?**
 - **If we could provide just the Event Table in an EXCEL format, would that cover your needs?**
 - Based on the responses we will be removing the ACCESS database from the website and replacing it with an EXCEL report containing all of the events and their associated values. If more information is needed on any other statewide values, you are welcome to email me with a request.
 - **There were no comments on this item. We will begin working on an EXCEL report for the events which will be posted on the GJ Standards Website.**

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 19, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

10/19/2016 Agenda:

Yavapai:

- Request to remove the default party status on : **Rule 11: Motion for Rule 11 and Rule 11: Motion for Rule 11 Pre-Screen**
 - *The party status was not addresses when we removed the case status of 'Stayed' on March 16, 2016.*

AOC

- At the meeting last month, it was discovered that courts have been making requests to have events customized to seal/restrict on a court by court basis which means the events are not truly statewide values. This presents an issue when we move to the 6.0 version of AJACS in which there will be a push tool. Anytime there is a push to that record, the event would be overwritten causing the customization to be lost. We are going to have to standardize whether or not events are sealed/restricted.
 - *I will be reviewing each database to try and determine which events are restricted/sealed. I will then do an analysis for all to review. I will attempt to have this done in time for the November meeting.*
- We will also discuss the following submitted by Della who reviewed upcoming Rule changes effective 1/1/2017:
 - *The time limit for service of a summons is changing from 120 days to 90 days, so our ticklers may need modification.*
 - *Rule 7.1(h) talks about a Good Faith Consultation Certificate which attorneys will need to file on certain occasions, and we may need a docket event for that – although it may be premature to set one up now because we don't know if the attorneys will file these as separate documents, and if they do, we don't know what they will call them.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, October 19, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

10/19/2016 Agenda:

Jurisdictions Represented:

Cochise – Fran Ranacelli

Graham-Stephanie Newton

Maricopa – Sheri Jaffe

Mohave- Della Hiser, Corrine Hester

Navajo – Marla Randall

Pima –John Baird

Pinal – Elsa Montiel

Santa Cruz –Valeria Fuentes

Yavapai- Karen Wilkes, Shannon Shoemake, Donna McQuality, Kelly Gregorio

Yuma- Lawrence Tortora, Jeff Breeden

AOC- Pat McGrath, Marisa Shaffery

Yavapai:

- Request to remove the default party status on : **Rule 11: Motion for Rule 11 and Rule 11: Motion for Rule 11 Pre-Screen**
 - *The party status was not addresses when we removed the case status of 'Stayed' on March 16, 2016.*
 - **Granted. The party status of 'Stayed' will be removed from the two events highlighted above.**

AOC

- At the meeting last month, it was discovered that courts have been making requests to have events customized to seal/restrict on a court by court basis which means the events are not truly statewide values. This presents an issue when we move to the 6.0 version of AJACS in which there will be a push tool. Anytime there is a push to that record, the event would be overwritten causing the customization to be lost. We are going to have to standardize whether or not events are sealed/restricted.
 - *I will be reviewing each database to try and determine which events are restricted/sealed. I will then do an analysis for all to review. I will attempt to have this done in time for the November meeting.*
 - **I will have an analysis of events that are restricted/sealed in each court ready for the next meeting. This will be on the agenda at the next GJ Steering Committee in**

December. We will make a decision on how to proceed with this issue after the GJ Steering Committee.

- We will also discuss the following submitted by Della who reviewed upcoming Rule changes effective 1/1/2017:
 - The time limit for service of a summons is changing from 120 days to 90 days, so our ticklers may need modification.
 - **We agreed to create a new Tickler Type – CV 90 Day Service tickler – Effective 1/12017. It will replace the current 120 day tickler. I created new TFS 29894 requesting this tickler be added statewide.**
 - Rule 7.1(h) talks about a Good Faith Consultation Certificate which attorneys will need to file on certain occasions, and we may need a docket event for that – although it may be premature to set one up now because we don't know if the attorneys will file these as separate documents, and if they do, we don't know what they will call them.
 - **We decided to wait to see how these will be filed. Will they be separate filings? What will attorneys call them?**
- We discussed a request from Santa Cruz for two new Rule 32 events that did not make it onto the agenda. I will add it to the next agenda for discussion.

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, November 16, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

11/16/2016 Agenda:

Santa Cruz:

- Request to add new events : **Rule 32: Petition to Withdraw Petition for Post-Conviction Relief and Rule 32: Order Granting Withdrawal for Post-Conviction Relief**
 - *This was tabled at the October meeting. Please be prepared to discuss how your court processes these requests.*

AOC

- At the meeting last month, we discussed the issue of events being restricted/sealed on a court by court basis. There is concern that when the push tool (currently being developed) is deployed, it will overwrite the settings if those events are being updated. We determined that the decision on how to address this will be discussed at the next GJ Steering Committee on December 14, 2016. I have reviewed all of the production databases and have identified the restricted/sealed events in each. I have attached that spreadsheet to the email containing this agenda.
 - *Please review and be prepared to discuss if there are questions.*

GJ Code Standardization and Clerk's User Group Meeting

Agenda

Wednesday, November 16, 2016

1:30 – 3:30

(602) 452-3288 Meeting ID: 5233

11/16/2016 Agenda:

Santa Cruz:

- Request to add new events : **Rule 32: Petition to Withdraw Petition for Post-Conviction Relief and Rule 32: Order Granting Withdrawal for Post-Conviction Relief**
 - This was tabled at the October meeting. Please be prepared to discuss how your court processes these requests.
 - **Both events were granted and will be reviewed after one year to determine if they being used. The order will auto default case status of 'Re-Adjudicated' and party status of 'Terminated – Re-Adjudicated'.**
 - **I am attaching a document submitted by Andy Dowdle in Pima County that contains detailed information about Rule 32's. Much of it does not apply to AJACS courts as they use a different CMS but there is information about processes and timelines that could be valuable to your court.**

AOC

- At the meeting last month, we discussed the issue of events being restricted/sealed on a court by court basis. There is concern that when the push tool (currently being developed) is deployed, it will overwrite the settings if those events are being updated. We determined that the decision on how to address this will be discussed at the next GJ Steering Committee on December 14, 2016. I have reviewed all of the production databases and have identified the restricted/sealed events in each. I have attached that spreadsheet to the email containing this agenda.
 - Please review and be prepared to discuss if there are questions.
 - **Della pointed out that they had many more events than other courts because they were asked to identify which events they wanted restricted before going live on AJACS. After going live, they discovered that many of the requested restricted events were not needed because of the way AJACS functions. When they requested to have the restrictions removed, they were told that they were statewide standards so all of the other courts would need to agree. It seems that during the deployment of GJ AJACS, those restrictions did not get applied to other courts.**
 - **I have corrected the spreadsheet I sent out with the agenda (I apologize for any confusion) and I am sending it with these minutes. Please review to determine if your court believes that any of the events contained should indeed be restricted/sealed.**

Please change the font color to red on these events. I will review and compile for review at our January meeting. Please return by December 31, 2016 so that I will have sufficient time to accomplish my review.

- *We will be cancelling the December meeting as it falls on the holiday week and many will be on vacation. I will be sending out a cancellation notice as well as an invitation for next year's meetings.*



Happy Thanksgiving

And a very Merry Christmas!!

