

JUDGES' ADVISORY COMMITTEE ON E-FILING
April 14, 2009
DRAFT MINUTES

The Judges' Advisory Committee on E-Filing met at the attorney conference room at the Supreme Court Building located at 231 Capitol Avenue, Hartford, CT on April 14, 2009 at 9:30M.

Committee members in attendance: Hon. Barbara N. Bellis, Hon. Marshall K. Berger, Jr., Hon. Patrick L. Carroll III, Attorney Joseph D. D'Alesio, Hon. Arthur A. Hiller, Hon. Barbara B. Jongbloed, Hon. Aaron Ment, and Hon. Barbara M. Quinn.

Staff members in attendance: Ms. Elizabeth Bickley, Attorney Nancy L. Kierstead, Attorney Daniel B. Horwitch, Attorney Alice H. Mastrony and Attorney Janice R. Calvi.

The meeting was called to order at 9:30 AM.

1. Welcome – Judge Carroll welcomed the members of the committee.
2. Prioritization of Project - Judge Carroll explained the need to expedite the efilng project based on the state of the economy and its effect on the Branch's workforce.
3. EServices/E-Filing Update - Attorney Calvi provided an update on the latest mandatory electronic filing requirements including short calendar marking and reclaims for efilable casetypes. The most recent statistics on electronic filing show that over 20,000 documents were filed electronically last month.
4. Projected Timeline & Future Developments - The projected timeline for going paperless in civil and family matters is by January 2010. The policy decisions of the committee will further define what is incorporated into the next release of the efilng / Civil & Family case management system. The committee will prioritize what and when features of the new system would be built.
5. Issues for Discussion - The policy decisions needed for the reorganization of the project were presented. It was determined that rule and statutory analysis would be ongoing throughout the implementation of the project.
 - Scope - Several issues related to scope of the January 2010 projected timeline were discussed. After discussion, the scope was defined as including the remaining civil case types (Administrative Appeals, Eminent Domain, Miscellaneous and Wills and Trusts) and family case types, except for family support magistrate cases, for 2010. A smaller group will analyze any Violence Against Women Act (VAWA) implications and present any issues to the committee at their next

meeting. Electronic filing of restraining orders and lodged documents will be out of scope for 2010.

- Features - The system must include a means for court staff to scan non-efilable documents and documents filed on paper by parties unable to efile. It must also provide a way for notices to be retained as part of the electronic file. Furthermore, electronic delivery of notices, including JDNOs and Short Calendars currently mailed to counsel of record, should be delivered electronically via a secure server that the attorneys will access by logging in to the EServices site. Staff will examine whether electronic noticing can be accomplished in phases or if it must be done for all parties at the same time.
- In addition, the orders, rulings and Judges' interface will need to be built in order for a paperless system to function. The Judges' interface must be user friendly and must include a mechanism to flag motions that have been filed in matters appearing on the short calendar. The interface must also provide Judges with the capability to tag/highlight documents and make notes, visible only to the Judge. Staff will meet and come up with a proposal for orders, rulings, Judges' interface and short calendar processing for the next meeting.
- Unique Documents - Issues regarding unique documents were discussed. A list of documents that can be found in the files currently will be provided to the committee based on input from the JD Clerks. The Judges will then determine how these kinds of documents should be handled: scanned in, returned to the filer, become part of the record or a supplement to the official record.

The meeting was adjourned at 12 noon. The next meeting is scheduled for 9:30 AM on May 5, 2009.