

Minutes
Judges' Advisory Committee on E-Filing
Bridgeport Juvenile, 1st Floor Conference Room
Thursday September 18, 2014 - 2:00 – 4:00 PM

Those in attendance: Hon. Patrick L. Carroll III, Hon. Barbara N. Bellis, Hon Thomas D. Colin, and Hon. Linda K. Lager.

Staff in attendance: P.J. Deak, Joseph DelCiampo, Lucio DeLuca, Sharon Dukett, Tais Ericson, Melissa Farley, Damon Goldstein, Daniel Grabowski, Johanna Greenfield, Alice Mastrony and Roberta Palmer.

1. Welcome & Acceptance of Minutes from 05/28/2014 – The meeting was called to order at 1:59 p.m. Judge Carroll introduced Judge Colin as one of the family presiding judges who is joining the committee.
2. Report Back – Working with JIS, we were able to set up a pipeline that is encrypted to that people can submit confidential information to the foreclosure mediators as required by statute in a secure manner. The same technology can be used again as needed. Since the process was implemented, there have been no issues for the foreclosure mediators with opening encrypted documents.
3. Report Back – Chief Disciplinary Counsel Access to CV/FA System – The chief disciplinary counsel and staff do not need access to Edison, because they have the access they need through the public site within a court facility. Lucio DeLuca and P.J. Deak will see whether court reporters have access to Edison and report back.
4. Report Back: Electronic Memos of Decision & Reporter of Judicial Decisions – Tais Ericson reported that this is still on hold. JIS indicated that this project would require six months and it could be undertaken along with other small/midsized projects. This capability will be more useful to the clerks once the Branch provides notice electronically. In addition, Melissa Farley reported that there is proposed legislation to repeal this requirement. Therefore, this item will remain on the agenda, but it is not a top priority.
5. Health certificate form – Johanna Greenfield reported that these forms, which were required for the Department of Health, are collected and given to CSSD, who holds them. The Branch continues to collect the information under P.B. Section 25-58, although DPH repealed the statute requiring it. The form contains a lot of information, which is almost never used by anyone, so it would be a good idea to eliminate it. The form doesn't go in the court file. The form is currently required before parties can proceed with an uncontested dissolution. After discussion, the consensus was no rule change is needed. Johanna Greenfield will send out a memo to the clerks and get the word out to the bar. Lucio DeLuca will get this information into the judges' bench book.
6. JD-FM-1 Wage Withholding forms – Johanna Greenfield explained that this is a federally-required form, filed by parties, that contains social security numbers. Currently, the form is coded into the paper file. The clerks sign the form, and they would need to know that a wage withholding order was issued. It is the equivalent of an execution form. There is no law or authority for the Branch to seal the form, and parties have no obligation to redact it because the standing order permits the inclusion of personal identifying information on a judicial branch form. The proposal is to have the document available at the clerk's office, but not available at the public access computers. Attorneys and self-represented parties with an appearance in a case would be able to view the form when logged in to E-Services.

The proposal from the Family BPAs was to allow access to the form in the clerk's office to those who asked to see it, but not to allow access from a public access computer. The proposal treats the form differently from any other document. This option was not acceptable. A lengthy discussion ensued and several alternatives were suggested, including working with the federal Office of Child Support to develop a new form, amending Sec. 4-7 to expressly provide that the form will be redacted because of the personal identifying information and retained as redacted in the court file, or placing a watermark over the social security number in the form. The acceptable options were (1) the clerk will redact the social security number on copy of the signed document and scan it to the file; (2) check with SES to determine if both non-IV-D and IV-D forms are retained so that the clerks would not need to keep a copies; or (3) create a legend code that did not require a related document and allowed the clerk to use the additional description field for details.

7. Short Calendar Retention of “Long Sheets” – After discussion, the consensus was that in the Procedures and Technical Standards, the Chief Court Administrator, pursuant to P.B. Section 7-20, can direct that keeping the data on short calendars in e-filing and Edison is an appropriate format for “keeping a record of all matters assigned for hearing on the short calendar together with the disposition made of them.”
8. Report Back: Judges Access to CV/FA System – The committee discussed the need to deactivate the IDs and password of retired and deceased judges. It was also pointed out that deactivating an ID does not remove the judges’ names or the names of former temporary assistant clerks and clerks from the dropdowns in Edison, increasing the chance for someone to select the incorrect name. Tais Ericson will talk to the chief clerks about clearing out those dropdowns and Lucio will work on deactivating the deceased and retired judges’ IDs and passwords. P.J. Deak pointed out that we should develop a more efficient way to cull out these names. Currently, the names of inactive judges are dropped to the bottom of the lists. Before deactivating the IDs, Lucio will check the workflow queue and the JOE-Q, but deactivating an ID does not remove a judge’s name from the event area. Deactivating the IDs of family support magistrates who become judges is also necessary. It would be helpful if Edison could go into the Barmaster. These items will be part of the Edison rewrite.
9. Small Claims E-Filing Project Update – This project is moving forward more quickly and efforts are continuing. Tais Ericson reported that discussions have taken place on ways to get small claims magistrates access they need to files without giving them access to Zeus.
10. CV/FA E-Filing Project Update – Prioritization & Planning – P.J. Deak provided an update on the progress of the project, including a call log in Edison, the rollout of family hardware, work on smaller releases providing statistical upgrades for Joe Greelish, including the property address information, work on transmitting the judgment file from Edison electronically to e-filing, and work on other enhancements in preparation for SES e-filing in phase 2 family matters. Future work will include developing e-filing for UIFSA cases, GA civil matters (asset forfeitures) and GA housing cases and getting housing sessions off of Forecourt. If we can add new court locations and case types, each court would have its own location and all could be moved to the e-filing system, and the rewrite of Edison. Other work that is ongoing includes the FTR project, child protection e-filing, and a pilot for sending JD FM 170 magistrate orders directly to the CCSES system.
11. CV/FA E-Filing Project Update – Prioritization & Planning – Family Phase I – P.J. provided an update on the progress on phase 2 of family e-filing, which includes custody, visitation and support matters. He reviewed the proposed training of staff for the December phase 1 family release, and Judge Bellis spoke briefly about the judges’ training. P.J. also talked about enhancements made to e-filing, including the interface for CSSD as state users, RFTD staff’s ability to scan and code statewide, a more user-friendly motion selection screen, the status of a motion-filing wizard and automatic handling of non-disclosable address information, which will also be helpful in connection with civil restraining orders.

Judge Bellis talked reviewing and removing civil legend codes to simplify e-filing and suggested involving a family judge in the process. Johanna Greenfield said that a review of family legend codes is underway, and Judge Colin said he may be interested in participating. Johanna Greenfield will talk with Judge Bozzuto.

12. Judicial & Open Data – Preliminary Discussion – In 2013, for all of its data feeds, the Branch collected approximately \$50,000; for just civil/family feeds, the amount is about \$9000. The money collected goes into the revolving fund, and is used for training classes and equipment that directly benefits technology of the Branch. This is the direction government and others are going: make huge amounts of data available so someone develops an app to use the data. The Branch would get the benefit of the access without having to build or maintain it. The Branch will probably go in this direction in the future, but no change will be made now.
13. Report Back: Request for Magistrate Calendaring System – Lucio DeLuca reported that he had spoken with Chief Family Support Magistrate Colella, and he thinks that there may be something “off the shelf” that would satisfy the scheduling needs of the magistrate. This item will come off the agenda. .

Judge Carroll reported that as we move forward to family e-filing, we will probably transition in new family judges as member of the Judges’ Advisory Committee. Some of the civil judges will transition off the committee. P.J. Deak will schedule the next meeting of the committee for early January.

Meeting adjourned at 3:40 p.m.