

**Electronic Filing Committee
Technology Subcommittee
Meeting Minutes
June 17, 2009**

Subcommittee Members Present:

Greg Cox, Co-Chair
Stephanie Theel, Co-chair
Tim Mulcahy
Todd Heitschmidt
Larry Zimmerman
Kathie Garman

E-Filing Committee Members Present:

Justice Marla Luckert
Kelly O'Brien
Steve Berndsen
Angela Callahan
M.J. Willoughby

Subcommittee Members Absent:

Kevin Beckwith
Tyler Adams

The meeting commenced at 10:00 a.m. with introductions.

Topics for Discussion

Clarify “one web portal” and “pass through authority.”

Discuss the possibility of a required secure network connection from local courts to OJA.

Discuss how the system should be structured around submission of data/text, OCR documents, imaged/PDF attachments, Word/WordPerfect documents, on-line form completion, etc.

Determine how notifications will be sent out.

Discuss staffing considerations for technical support and training.

Recommendations

1. After discussion of the “one web portal” issue the following three factors were decided upon.

- a. It was agreed to wait for Johnson County to provide further input after they have more experience with their e-filing system on how much data should be covered in a single portal.
 - b. Consider a public forum for a future subcommittee meeting for judges, IT personnel, or county commissioners to express their issues or comments on a single portal and also how much of a case they will be able to e-file.
 - c. Subcommittee members need to obtain data element information requirements.
2. It is recommended that appropriate technology security be part of any electronic filing solution.
 3. The subcommittee would like to allow both single and bulk submissions but will need additional input for a final decision. They would also like a system that is data field specific and allows attachments. A short list of recommended formats (i.e. Word, WordPerfect, PDF) that can be converted into PDF at the back end should be provided. The back end of the system should be able to convert all documents to PDF for court storage.
 4. The subject of notifications will be tabled until the web portal issue has been resolved.
 5. It is anticipated that OJA would provide training and support during normal business hours. The subcommittee decided to recommend that staffing be approved based on Kelly O'Brien's recommendation and vendor input.

Discussion Notes

There was discussion involving potential differences between jurisdictions on what they may require. It was felt that most differences would probably be procedural, not data. Shawnee and Johnson Counties will compile the data needs for their counties and OJA will compile the data needs for FullCourt users. The committee came up with three potential scenarios on the web portal issue:

- a. Have one portal that looks the same for all, with data redirected to Shawnee and Johnson Counties as needed.
- b. Have one portal that allows users to be immediately redirected to Shawnee and Johnson Counties' e-filing systems.
- c. Have one portal with a common "cover sheet" for all counties, and then provide the option of being redirected.

Tim Mulcahy wants to get Johnson County judge input in what their specific needs are, preferably after they are up and running with their e-filing system in about four months.

Justice Luckert suggested an open forum meeting and invite judges, IT personnel, or county commissioners that may want to participate to come and speak. It was felt that such a meeting should be set with parameters on what should be addressed after Johnson County knows more about the process and flow of their e-filing system.

Another discussion centered on whether the portal would be for everything that is filed on a case or just for initial filings. This led to a discussion on case types to be electronically filed, and specific document types and party notifications to be handled electronically during the course of a given case. The Policy and Procedure subcommittee is initially focusing on these case types for Phase I of electronic filing: Foreclosures, Chapter 61 (Limited Actions), Criminal/Juvenile, and Traffic.

Another issue briefly mentioned for subcommittee review is how notifications will work for people that do not e-file.

Items for July 17, 2009, Agenda:

1. Discuss and review data elements used statewide with emphasis on what are the differences in data needed and what the differences are in procedure on case types outlined by the Policy and Procedure Subcommittee for Phase I. (Shawnee and Johnson Counties will submit their own data element needs and OJA will submit the data elements required by FullCourt.)
2. What should be allowed to be e-filed: initial filings only or all filings on a case?
3. Discuss the technical aspects of Supreme Court Rule 122 (Electronic Filing and Transmission of District Court Documents). Included should be a discussion of Section D of this rule (E-Signatures).
4. Discuss setting a date and parameters for a public forum for feedback on electronic filing.
5. Determine next meeting date, time, and location.

Next meeting:

Friday, July 17, 2009, at 10:00 a.m., room 269, Judicial Center.