Attachment 1

MINUTES
COURT TECHNOLOGY COMMITTEE
March 24, 2006

Members Participating

Judge Schmalenberger, Chair
Becky Absey
Faye McIntyre
Judge Medd
Penny Miller
Judge Nelson
Justice Sandstrom
Ted Smith

Staff

Kurt T. Schmidt

The Chair called the meeting to order.

Fay McIntyre/Penny Miller moved/second that the minutes of the previous meeting be approved.

The motion passed.

Policy 213 revisions

The committee discussed the new draft version of policy 213. By consensus, changes were made to the draft policy.

Judge Medd/Penny Miller moved/seconded that the policy, including changes, should be sent to the Supreme Court for consideration.

The motion passed. Kurt will ensure the changes are made and that the policy is forwarded to the Supreme Court.

Standards Document

The committee discussed the new draft version of the usage standards document. Several changes to the document were suggested and adopted by consensus.

Judge Medd/Penny Miller moved/seconded that the standards document, including changes, should be approved.

The motion passed. Kurt will ensure the changes are made and that the standards document is circulated to personnel and posted on the administrative web site.

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Survey Results

Kurt presented the results of the technology survey. He indicated that the survey process and results were very informative.

Kurt stated that all of the items identified in the surveys are being addressed by IT department personnel.

The committee asked Kurt to discuss a similar survey for Trial Court Administrative Personnel (TCAP) and the State Court Administrator.

The committee asked Kurt to consider adding a service component to the future surveys and suggested the survey be done bi-annually.

Kurt will discuss survey possibilities for TCAP groups with Sally and will develop service-related questions for future surveys.

No other action required.

IT Plan Projects outline

Kurt discussed the attachment related to IT Plan projects.

By consensus, the committee:
1) Indicated that the Enhanced Records Management (ERMS) project should continue, with the goal of deploying statewide in 2007-2009. The committee also indicated this project should be a higher priority than most others.
2) Directed Kurt to include additional Interactive Television locations in the IT Plan.
3) Indicated they would like to see the deployment of Digital Recording slow. The committee directed Kurt to include in the IT Plan, a server-based system in Minot and stand-alone versions in Williston. The stand-alone versions in Williston will be evaluated as a pilot project to determine the feasibility of deploying such versions in rural areas of the state as a replacement for tape recorders which are becoming more difficult to purchase.
4) Agreed that Kurt should include a wireless pilot project in the IT budget. The committee felt wireless should be used to provide access for attorneys in the courtrooms and that security options should be explored to minimize the risks.
5) Supported Kurt's inclusion of a Jury Software System replacement project in the IT Plan.

Kurt will use the input received to more fully develop the IT Plan.

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ERMS (Enhanced Records Management System) Update

Kurt discussed the current project status with the committee. The filenet repository has been built; development is now being done on interfaces with UCIS and on workflows within the clerk's offices.

It is expected that scanning will begin in test environments within the several months.

UCIS Review

Kurt indicated that he has developed and released an RFP to select a vendor to review UCIS and its ability to continue to meet the ongoing and future needs of the judicial branch. The vendor is to review the system, provide recommendations and a draft budget in support of the recommendations. The draft budget is to be received by August 15, 2006 for inclusion in the court's budget and the final report and other deliverables are due in December, 2006.

No action required.

Jury System Replacement

Kurt indicated that the current jury management system needs to be replaced and that he will begin the process in the next few months. The goal is to replace it March 1, 2007, to coincide with the creation of the new jury wheel. If there is not enough time to replace it by March 1, 2007, the project will be delayed and included in the IT Plan for 2007-2009.

No action required.

June Meeting date

Due to a scheduling conflict, the June 2006 meeting of the Court Technology Committee has been rescheduled for June 9, 2006. We will again meet via video conference as appropriate.

AR41 implementation Update

The committee discussed the recent adoption of the revised Administrative Rule 41 and what needs to be done to accommodate the rule.

Kurt will begin preparations to allow public access to electronic court information via the internet and begin preparations for bulk distribution of larger portions of the database.

Stenographic Writer replacement

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The proposal from Ronda Colby, NDCRA president was discussed.

Judge Medd/Justice Sandstrom moved/second a statement of support for acquiring new stenograph machines; to budget for the acquisition next biennium or purchase this biennium if funds are available.

The motion passed.

The committee suggested that State Court Administrator should develop a budget and appropriate replacement schedule.

Kurt will work with the State Court Administrator on this project.

For the good of the order

Kurt mentioned that the Supreme Court recently decided to impose term limits on many committees, including this one. Many members will be affected by the decision.

No action required.

Adjourn