**Minutes**

**Court Technology Committee**

**Friday March 29, 2019**

**9:15 am**

Members Participating:

Hon. Jerod Tufte, Supreme Court Justice

Hon. Rhonda Ehlis, Judge – Southwest Judicial District

Kristen Erickson, Recorder – Cass County

Susan Hoffer, Clerk of District Court – Ward County

Petra Hulm, Chief Deputy Clerk of Supreme Court

Hon. Stacy Louser, Judge – North Central Judicial District

Michele Bring, Clerk of District Court – Burleigh County

Lee Ann Barnhardt, Director of Education & Communication

Rod Olson, District Court Administrator – Unit 2

Members Absent:

Hon. Lonnie Olson, Judge - Northeast Judicial District

Hon. Robin Schmidt, Judge – Northwest Judicial District

Guests:

Chris Iverson, Assistant Court Administrator – Unit 2

Aaron Miller, Tyler Technologies

Staff:

Larry Zubke, Director of Technology

Cammie Schock, Business Analyst

Mike Hagburg, Staff Attorney

Jeff Stillwell, Programmer Analyst

The meeting was called to order by Chair Justice Tufte.

**Approval of Minutes from June 22, 2018 Meeting**

**Judge Ehlis moved to approve the June 22, 2018 meeting minutes. Judge Louser seconded the motion and the motion carried.**

**Discuss proposed changes to AR19 and AR41**

The court requested the Court Technology Committee review and recommend how the proposed amendments to N.D. Sup. Ct. Admin. Rule 19 and 41 would be implemented, if adopted and the cost associated with it. Larry stated that IT previously held discussions with Tyler Technologies on how this would be achieved. It was discussed that a list would be created based off of certain criteria for Admin. Rule 19, the clerks would then go to a queue and approve or reject the removal of the documents. The metadata would remain. There was concern over data remaining on old backups. It was suggested that Admin Rule 19 be amended to exclude the backups from the requirements however the rule may not be directed at IT.

Larry worked with ITD to alleviate concerns of network capabilities pertaining to the proposed changes to Admin Rule 41. It would cost roughly $80,000 per biennium to double our network line to 2GB. On average we have 90% availability on our 1GB line. IT is working with Tyler to test the ability to restrict public documents filed prior to March 1st, 2010. Larry stated it is possible that we may have to build more servers to handle the load brought on by the document requests.

**Discuss making the use of the Common Statute Table mandatory for Law Officers and States Attorneys when adding offense codes to charging documents**

Most large counties, and several small ones, across the state have been using the Common Statute Table for roughly a year. It was previously discussed that we hold off on working towards mandating the use of the table until it was made available by the Attorney General’s Office. The Common Statute Table is now available to everyone on their website. Rod Olson stated using the Common Statute Table makes for much more uniformity and accuracy across the state. Mike Hagburg stated he needs a clear idea of what is needed and he could then take it to the Joint Procedure Committee. Rod and Larry will work with Mike.

**Review Access Control Standards**

A new password management application for court employees, attorneys and state agency users will be implemented in the coming months. Along with that, Larry would like to review the courts usage standards. He proposed lengthening the time between password changes from 60 days to 90 days, increase the password length from 6 to 8 characters utilizing specific criteria, and increasing the number of incorrect entries to 5 chances instead of 3 prior to being locked out.

**Rod Olson moved to adopt the proposed changes to the technology department usage standards. Michele Bring seconded the motion and the motion carried.**

**Paperless Warrant Status Update**

BCI approached the courts with a project to transfer warrant statuses electronically to law enforcement to reduce the lag time with transferring paper. As soon as the data is entered in to Odyssey, law enforcement will see it nearly immediately. Likewise, once law enforcement updates a warrant status, the information would be updated automatically in Odyssey. This project is scheduled to be completed by the end of June 2019.

**Updates from Odyssey User Group**

**Request to seek an automated solution from Tyler Technologies to update who the attorney of record is on Odyssey cases**

Currently when state’s attorneys, for example, leave office, a query is ran by IT to gather the cases that they are actively on for the clerk to manually remove them from those cases. There is an automated process in Odyssey to replace judges when this happens but not attorneys. The user group is requesting approval to seek an estimate from Tyler Technologies to create an automated solution. The group agreed to move forward with requesting an estimate.

**General system status updates**

Larry stated that he is receiving good feedback regarding the new website and has requested that if anyone has issues to contact him or Jeff to work through them. IT is also working with Nexus Innovations to create a system for the justices and staff to track cases. Disk drives have been replaced at the capitol and at the disaster recovery site. Remote recording is still being tested and we are currently waiting on ITD for rewiring work in Traill County. 25 analog mixers have been scheduled to be replaced along with 11 polycom units. Unit 1 and 3 are now complete. The older wireless microphone technology is also being updated. Criminal e-charging will hopefully be complete by the end of the biennium to receive electronic filings directly from the Justware system. IT is finishing up 200 replacement pc’s. Posting notices to the website is still being worked on from a technology standpoint. Mike Hagburg stated he will send the rule change back to the Juvenile Policy Board to send to the Supreme Court for consideration.

**For the Good of the Order**

The next meeting is scheduled for Friday June 28, 2019.