

Minutes
JUDGES' ADVISORY COMMITTEE ON E-FILING
Bridgeport Juvenile, 1st Floor Conference Room
Tuesday January 8, 2013 - 2:00 – 4:00 PM

1. Welcome & Acceptance of Minutes from 11/27/2012 – 2:00 p.m. The minutes of the last meeting were unanimously accepted.
2. PB 4-7 and Electronic Medical Information – Judge Bellis discussed the problem documents being filed that contain unnecessary sensitive personal medical and financial information. By Practice Book rule, for example, hospital, medical and psychiatric reports are to be filed and maintained in a sealed envelope in the file but they are sometimes attached to other filings. Discussion ensued on ways to protect this information that is not necessary to the court's adjudication of the issues pending before it. The discussion included rule changes, education for filers on the public nature of files, education for judges on handling this type of information, or adding warnings to the e-filing system. A small work group will look at the options and report back.

Judge Bellis also mentioned templates she had drafted to handle this type of unnecessary sensitive personal medical or financial information. She will send the templates to Judge Munro.

3. Displaying Civil Documents on Public Internet – Feb 1, 2013 – The plan was to open the files as of February 1, 2013, but at the last meeting, the decision was made that fee waivers would not be displayed on the public Internet site. In identifying the legend codes that should be blocked, one code, "Waiver – General" appeared to include some fee waivers in addition to other kinds of documents that should be available on the Internet. After discussion, it was decided that the "Waiver-General" will be removed from the list of legend codes that will be blocked, and the clerks will be told not to use the "Waiver – General" legend code for a fee waiver.
4. Civil/ Family e-filing Release Schedule – P.J. Deak reported that the deadline for the SRP release would be extended to May 18th instead of May 11th; electronic notices will be available in late 2013/early 2014; and family e-filing is on schedule. Work is also being done on moving Housing cases off of the stand-alone MS-Access systems. Small claims plans to consolidating to a single system and have JIS develop a system much like the civil/family system, using similar design. The Edison team has a series of small releases and then the people will be working on small claims. Finally, a discussion took place regarding the inclusion of a time and date stamp on e-filed document. The decision was to put this issue aside for now and revisit it in the future.
5. Family e-filing status – The Family Business Process team will give the business requirement to JIS in February for phase one. In addition to developing requirements to adapt the existing system to handle family cases and motions, the team is also developing a motion wizard that anyone could choose to use in filing documents in cases. It would not be mandatory.

Judge Bellis then asked about the pending changes to the civil legend codes, which are currently being worked on by Court Operations.

Judge Munro reported that over 70 family order templates were "rolled out" and the response has been positive.

6. Small Claims E-Filing and System Migration Proposal – Reported above in item #4.

7. Acceptance of American Express in E-Filing – Work will be done in June, after the release of SRP civil e-filing, to allow the e-filing system to accept payments through American Express. The state comptroller has approved accepting American Express.
8. Probate Appeal File Date When Filed After 5:00 PM – A decision from the Judicial District of Fairfield regarding the timely filing of a probate appeal was brought to the attention of the Committee. The decision denied a motion to dismiss a probate appeal filed after 5:00 PM on the last day of the appeal period, holding that a probate appeal is considered filed the day it is electronically filed, regardless of the hour.
9. Report back on the COSCA conference – Beth Bickley reported back on the conference she attended. She shared information from a presentation about the court technology framework. The presentation included information on the layers of the framework: business, applications, data management and technology infrastructure. The framework provides a clear picture of how all aspects are interrelated and the components that each group is responsible for. The framework becomes a roadmap for key components and creates a common language. If a state is going to start a technology program, they can use this framework as a road map. The presentation validated what we have done here.

She also talked briefly about other issues: mobile devices for employees, public access to documents and how difficult it is to tell exactly what other states have made available; other states charging filing fees in conjunction with electronic filing; and the use of virtualized desktops.

10. Report back on Password protected Documents – Beth Bickley reported that there have been no additional password-protected documents filed in the past six months. It does not appear to be a problem. At the point when we enforce the use of the PDF/A standard, we will be able to prevent the filing of these kinds of document.
11. Report rule change on electronic delivery confirmation – The proposed changes to permit electronic delivery confirmation has gone to the Rules Committee, and the changes will be put out for public hearing.
12. Additional Family Issues for Discussion – Judge Munro discussed the issue of dealing with documents coming in at the hearing. In Family, this happens frequently, with cases being called and papers that have been prepared that day being handed to the clerk as the case is called. Scanning in the courtroom may be difficult. Finding ways to reduce the volume filed on the day of the hearing in the courtroom would be helpful. Working with DSS to get the guidelines fillable would be helpful. More discussion will be taking place to figure out the best ways to streamline the process in the courtrooms.
13. Change of Election of Service / Updating & Adding Additional Email Addresses – Nothing new to report.
14. Retention Of Electronic Files – Rules Committee – The question of whether the retention schedule for electronic files should be different has been raised. The Civil Commission talked about the retention schedule at its last meeting, and the consensus was that retaining electronic files forever, while possible, is neither effortless nor cost-free, and could create issues for attorneys and firms. Judge Quinn is putting together a work group that includes other groups that might be interested, such as the Family Commission, to look at this issue.

There being no new business, the meeting adjourned at 3:12 PM.