

Draft Minutes
Judges' Advisory Committee on E-Filing
July 17, 2008

The Judges' Advisory Committee on E-Filing met at the attorney conference room at the Supreme Court Building located at 231 Capitol Avenue, Hartford, CT on July 17, 2008 at 1:00 p.m.

Those in attendance: Hon. Barbara Bellis, Hon. Marshall Berger, Hon. Patrick Carroll, Attorney Joseph D. D'Alesio, Hon. Barbara Jongbloed, Hon. Aaron Ment, Hon. Barbara Quinn, and Hon. Joseph Pellegrino.

The meeting was called to order at 1:10 by Attorney D'Alesio.

1. Welcome – Atty. D'Alesio welcomed the members of the committee and reviewed the purpose of the committee. The Branch has committed to being fully electronic, including orders and rulings, by 2012. By agreement, the issues for discussion will be taken out of order to accommodate people's schedules.
2. Issues for Discussion –Several issues require some input from this committee:
 - Appearances - Instead of making electronic filing of appearances mandatory in efileable case types only, it has been recommended that all civil case types be added to e-filing before requiring the electronic filing of appearances. The consensus was that focusing on expanding the case types would be more beneficial for the court staff and attorneys and would simplify mandatory electronic filing of appearances.
 - Reclaims – It is proposed that the filing of reclaims be treated as a process so that it would be possible to implement the mandatory filing of reclaims in all cases electronically through E-Services except for self-represented parties or attorneys with an exclusion from E-Services requirements. Filing reclaims electronically would also provide a means of keeping track of the history of reclaims on any given motion in any case. After discussion, the committee recommended that reclaims should be treated as a process and should be filed electronically in all cases through E-Services except for attorneys/law firms with an exclusion and self-represented parties, who will continue to submit reclaims in the traditional manner. Although the consensus was that a rule change may not be necessary, this issue has been sent back to E-Legal subcommittee for a further review of the practice book rules and the drafting of a rule change, if necessary.
 - Standardizing information displayed to make the same information available – In order to simplify maintenance of information and interactions with internal and external users, it has been recommended that the same screen be used for all sites (clerk/internal, attorney/external, and public/website). The practical effect of implementing this recommendation will be to display the telephone numbers and addresses of self-represented parties because that information is part of the appearance form. After extensive discussion, the decision was made to table this issue until the next meeting and obtain information about how this situation is handled in other states.
 - Redaction and correction – A rule proposed by the Identity Theft Committee would place the burden on the filer to ensure that no personal identifying information is contained in a document filed with the court. It also provides for an expedited procedure to be used to remove personal identifying information from a document. The committee recommended that the rule be modified to permit the court to order the filer to submit a redacted document rather than requiring the clerk to redact the document. The modification will be made and the rule will be sent to Judge Quinn.
 - Correction of data entry errors in e-filing –The appropriate procedure for correcting information entered by an attorney returning case initiation documents to court when the information in the documents themselves is correct, but the data entry of the information contains errors is the next issue. After extensive discussion, the committee directed that

- a form be created in which an attorney requests that the clerk conform the data entry information provided through e-filing to the information contained in the documents in specific data fields. A copy of the request must be sent to the other party. The form will be drafted and submitted to Legal Services.
- Correction of other errors – Other errors, such as attaching the wrong documents in a case initiation, must be corrected in accordance with the procedures already established in the rules.
 - Limited Interest Entities – After extensive discussion, it was determined that limited interest entities would be permitted access to the extent that such access is needed, i.e., to view a document, but not to file documents because such entities are not parties.
 - Designated filers – the issue of providing a mechanism to allow the return of writs to court by marshals on behalf of attorneys was discussed. The committee recommends that the procedures and technical standards be amended to permit a designated filer to return documents at the direction of an enrolled attorney or law firm using the attorney or law firm juris number and a separate password. The access would be limited to the return of case initiation documents only. The amended language will be drafted and submitted to Judge Quinn.
 - Retaining data on the server – Whether to develop the capability in e-filing to allow an attorney or law firm to enter information into e-filing and retain that information for a period of time without filing it was the next issue discussed by the committee. This capability would assist attorneys and law firms in initiating cases electronically because they would be able to enter information about parties, for example, only once and it would allow them to begin entering lengthy case information one day and finish entering it the next, without losing the data entry already completed. After discussion of potential issues, the committee agreed that such capability should be developed.
3. Short Calendar Enhancement Project – The next agenda item was a brief presentation regarding the enhancement of the short calendar process. As of October 1, 2008, electronic marking of short calendar matters will be mandatory for attorneys and law firm unless they have obtained an exclusion from E-Services requirements. Attorneys/law firms with an exclusion and self-represented parties will be able to mark short calendar matters by telephone. No fax markings will be accepted, however. Also, other aspects of the short calendar process have been standardized, including the designation and handling of arguable and non-arguable matters, the numbering of calendars, and available markings.
 4. Civil E-Filing Update – Over 600,000 documents are currently viewable electronically and over 3000 attorneys and/or law firms have filed documents electronically.
 5. Projected Timeline – Future Developments - Ways to accelerate the process of implementing electronic filing and case management are being explored. This acceleration will include more frequent meetings by this committee as a whole and meetings of some members of the committee with the business process development and program development teams.
 6. Other Business – The next meeting of the committee will be scheduled in the fall.

The meeting adjourned at 3:35 PM.